



Mobile Phone and Smart Device Policy (Staff and Pupils – Brick Phones Only for Pupils)

Approved by:	Full Governing Body	Date: July 2026
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1. Introduction and aims

At West Moors Middle School, we recognise that some pupils require a phone for reasons of safety, particularly when travelling independently to and from school. However, mobile phones, particularly smartphones, present significant challenges within the school environment, including safeguarding risks, online harm, distraction from learning and reduced social interaction.

This policy is designed to promote safe and responsible behaviour while ensuring that the school remains a calm, focused and secure learning environment. It sets clear expectations for the use of mobile phones by pupils, staff, parents and visitors, and supports the school's wider safeguarding, behaviour and wellbeing policies.

In line with current Department for Education expectations that schools should restrict mobile phone use throughout the school day, the school operates a strictly controlled approach. Where a phone is necessary, only a basic "brick phone" (a non-internet-enabled mobile device) is permitted. This ensures that pupils are not able to access the internet, social media or messaging services during the school day, thereby significantly reducing safeguarding risks and disruption to learning.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff), are responsible for the consistent implementation and enforcement of this policy. Any concerns or breaches must be reported promptly in line with school procedures. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher is responsible for monitoring the effectiveness of the policy every two years, ensuring that it is implemented consistently and reviewing it in line with statutory expectations.

The Governing Body, through the Safeguarding Governor, will monitor the policy and its impact, ensuring that it reflects current guidance and best practice.

2.2 Governors

The Link Governor for Safeguarding will be involved in monitoring this policy which will be reviewed bi-annually at a Full Governing Board meeting.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff must ensure that their use of mobile phones does not compromise safeguarding, professionalism or the learning environment. Staff (including volunteers, contractors and anyone otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. Personal mobile phones must be switched off or on silent and kept out of sight, for example in a drawer, bag or locker in the staff room, during all pupil contact time. Use of personal devices is restricted to non-contact time and to areas of the school where pupils are not present, such as the staff room.

Staff must not use personal devices to take photographs or recordings of pupils, nor should they use them to store or process personal or confidential information. Communication with pupils or parents/carers must not take place via personal devices or social media platforms.

There may be exceptional circumstances in which it is appropriate for a member of staff to have access to their phone during contact time, such as for emergency contact relating to their own child or in the case of an acutely ill dependent. In such cases, the Headteacher will determine, on a case-by-case basis, whether special arrangements can be made. Where no such arrangements are in place, staff should use the school office as the primary point of contact.

In specific situations, such as emergencies or educational visits, limited use of mobile phones may be permitted under clear professional expectations. In all such cases, staff must continue to act in accordance with the staff code of conduct and safeguarding requirements. Failure to comply with this section of the policy may result in disciplinary action.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. For further information please read the ICT Acceptable Use Policy (Staff) and the school's Data Protection Policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Staff should report any usage of mobile devices that causes them concern to the Headteacher.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

At West Moors Middle School, for educational visits, a school mobile will be used and/ or SIMS card however, staff may use their personal phones to communicate with the staff team supervising groups on site via WhatsApp.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers, choosing only to communicate via the school's mobile or office staff back at school.

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

UNCRC Article 3: The best interests of the child is a top priority in all decisions and actions that affect children.

The school places the highest priority on the safety, wellbeing and educational experience of its pupils. In accordance with this principle, pupils are only permitted to bring a mobile phone to school where there is a clear and justifiable need, such as independent travel or caring responsibilities.

Where a phone is brought to school, there is a strict requirement regarding the type of device permitted. Pupils may bring **only a "brick phone"**, defined as a basic mobile phone that does not allow access to the internet, social media or app-based communication. **Smartphones are not permitted on the school site under any circumstances.** This includes any device capable of internet browsing, social media access or the use of apps.

All phones must be switched off before pupils enter the school site. On arrival, pupils are required to place their phone in a named bag and deposit it in their tutor group collection box. These boxes are securely transferred to Reception, where they are stored in a locked facility for the duration of the school day. Phones are returned to pupils at the end of the school day.

At no point during the school day should a phone be seen, heard or used. This includes during breaktimes and lunchtimes. The intention of this approach is to remove distraction, prevent safeguarding incidents and promote positive social interaction.

Pupils must not attempt to bring prohibited devices onto site, access the internet during the school day, or bypass the established storage systems.

4.1 Sanctions

If a pupil is in breach of this policy the phone will be confiscated until the end of the school day on Friday. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006

In such instances, the child's parent/ carer will be informed immediately and he/ she will be offered the choice of collecting their child's phone in person on the same day or permitting the school to retain the phone in a locked storage facility and return to the child at the end of the school day on Friday.

Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows schools to search a pupil's phone if you have reason to believe the phone contains offensive images, or if it is being/has been used to commit an offence or cause personal injury.

If any staff member is shown or told anything by pupils, parents/carers or carers, involving mobile technology which causes concern they are to report these to the school's Designated Safeguarding Lead immediately.

The misuse of mobile technology, including any incidents involving bullying, harassment, inappropriate images or access to harmful content, will be treated as a safeguarding concern and may involve external agencies where appropriate. Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

5. Use of mobile phones by parents/carers, volunteers and visitors

All adults on the school site are expected to model safe, professional and responsible behaviour in relation to mobile phone use. Parents/carers, visitors, volunteers, governors and contractors must adhere to the same expectations as staff when they are on site during the school day. Mobile phones should not be used in the presence of pupils and must not be used in lessons or when working directly with children.

Mobile phones must not be used to take photographs or recordings of pupils, except at authorised public events (such as school performances or fairs) or of their own child where appropriate consent has been given. Any images or recordings taken must be for personal use only and must not be shared on social media or other platforms without explicit consent.

Parents and carers play a crucial role in supporting the school's approach to mobile phones. They are expected to ensure that, where a phone is necessary, pupils are provided with a brick phone only, and that smartphones are not brought onto the school site. Parents/carers must not attempt to contact pupils directly during the school day and should instead use the school office as the primary point of contact.

Visitors and volunteers will be informed of the school's expectations on arrival, including when signing in at reception or attending school events, and are required to adhere fully to this policy at all times.

Where parents/carers or volunteers are supporting off-site activities, including school trips or residential visits, they must not use their phones to contact other parents/carers or take photographs or recordings of pupils, their work, or anything that could identify a pupil. They are also expected to support and enforce the school's mobile phone expectations for pupils during these activities.

6. Loss, theft or damage

Pupils are responsible for the security of any phone they bring to school. The school does not accept responsibility for phones that are lost, stolen or damaged while on site or in transit.

Where a phone has been confiscated, it will be stored securely by the school. In such circumstances, the school accepts responsibility for the safekeeping of the device while it remains in its care.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupil safety, behaviour and learning. Its effectiveness will be regularly evaluated through review of behaviour records, safeguarding reports and feedback from pupils, staff and parents/ carers.

The policy will also be reviewed in light of any updates to national guidance or emerging best practice to ensure it remains robust, relevant and effective.