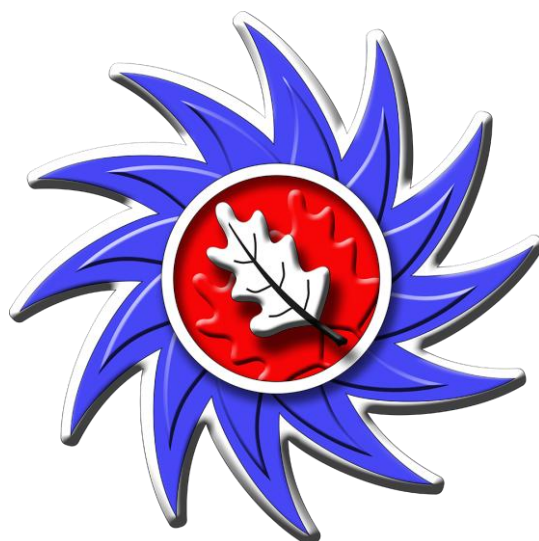


ACKLAM GRANGE SCHOOL



Mobile Phone Policy

	Term	Year
Last Review Date/Policy Adopted	Summer Term	2025-2026
Next Review Date	Summer Term	2026-2027
Lead	Ms A Gika	

This school is an academy within The Legacy Learning Trust.



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1. Introduction and aims

At Acklam Grange School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to Safeguarding, Behaviour and Anti-bullying.

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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

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 Head of School and Deputy Headteacher for Inclusion is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

As part of our school's governance all statutory policies are reviewed annually by the Local Governing body or by the TLLT Trust.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile phone when with pupils. Use of mobile phones for personal use are restricted to non-contact time, and to areas of the school where pupils are not present (such as offices and staff faculty areas).

4.2 Exceptions for medical use

We recognize our duty to make reasonable adjustments for staff with health conditions under the Equality Act 2010. Staff with diabetes who use their phone for monitoring glucose levels or managing an insulin pump, or staff who use their phone for a disclosed medical need, can have their personal phone accessible to them to receive alerts and respond accordingly to any emerging related health need.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Further information and guidance for staff is outlined in the following policies: AUP Policy; Staff IT AUP Policy and E-Safety Policy which can be found on the Staff Acklam Grange Way.

4.3 Safeguarding

Staff must not give 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 should refer to the E-Safety policy and Staff IT AUP policy for further information, including the use of school Wi-Fi to access the internet.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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 not use their mobile phones to show pupils content of any kind, or to share information with pupils for any reason.

4.4 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 are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication to access registers or classcharts
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Please see the Education Visits Policy for more information on the use of mobile devices on trips and visits.

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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 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

4.6 Sanctions

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

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

5. Use of mobile devices by pupils

As per the DFE's non-statutory mobile phone guidance, pupils should not use mobile phones throughout the school day. This includes during lessons, in the time between lessons, at breaktimes and at lunchtimes.

For the purpose of this policy the term 'mobile devices' includes but is not limited to any device that uses smart technology or can be used as a form of digital communication, such as mobile phones; smartwatches; headphones of any kind; tablets.

Acklam Grange School wishes to promote the benefits of reducing screentime for pupils including but not limited to improved mental health and wellbeing. The school also recognises that parents/carers may feel the need for their children to have access to a mobile phone during their journey to and from school as a safeguarding measure. To that end the school mobile best use policy for pupils is outlined below:

- Pupils may bring mobile phones to and from school for their personal safety
- Pupils must ensure that all mobile are turned off and placed in their schoolbags before they enter school site. For the purpose of this policy that means through the main student gates or through main reception.

- Pupils are not permitted to keep any mobile devices on their person including in blazer pockets.
- Pupils must ensure that all mobile devices as outlined above are turned off by the start of the school day which for the purpose of this policy is 8.30am and must remain so until the end of the school day at 3pm and only once students have left school site.
- Pupils are not permitted to use any mobile devices anywhere on school site during the school day, and pupils caught doing so will have the item confiscated. (Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006).
- Any refusal to hand a mobile device over to members of staff will result in a follow-up sanction in line with the school's Behaviour Policy. This would constitute the refusal of a reasonable request by a member of staff.
- Pupils accessing Period 6 or afterschool clubs may be given special permission to access mobile devices by staff supervising if deemed necessary.

5.1 Exceptions

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis and will be written into a student support plan, with regular reviews.

Pupils with Special Educational Needs will benefit from a mobile phone free environment alongside their peers. All peers will be supported by our staff to ensure their individual needs are being met while in school.

Any pupils who are given permission must then adhere to their student support plan, any breaches of this will be followed up in line with the schools behaviour policy.

5.2 Sanctions

Any pupil in breach of the Mobile devices policy will be sanctioned as outlined below:

Pupils caught using a mobile device of any kind will have that device confiscated as per the sections 91 and 94 of the Education and Inspections Act 2006

Confiscated devices will be kept in a secure lockbox until collection, and parent/carers will be notified by text message that the device has been confiscated. (Please ensure all contact details for your child are kept up to date).

Confiscated devices will be required to be collected by an appropriate adult over the age of 18, within the operating hours of main reception (8.30am-4pm Mon-Thurs; 8.30am-3.30pm Fri). Where an appropriate adult cannot make it on the day of confiscation, the device will remain secured until available to be collected.

Pupils who are in repeated breaches of this policy will receive further sanctions in line with our school Behaviour Policy

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting

- 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

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

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school. This will be outlined in an information poster which they will be asked to read upon signing in.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are stored securely when not in use, in their bags.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

This information will be shared with students, parents and carers through:

- Student PD days and through our tutor programme
- Parent / Carer letters
- Through this policy

Confiscated phones will be stored in the main school reception in a secure locker.

Schools that confiscate phones from pupils become responsible for the phone and can be held responsible for loss, theft or damage. Parents will be informed through text and a classcharts notification when a mobile phone has been confiscated.

Lost phones should be returned to the main school reception. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Deputy Headteacher Ms A Gika in a timely manner.