



MOBILE PHONE POLICY

Contents

1. Introduction and aims	1
2. Relevant guidance.....	2
3. Roles and responsibilities.....	2
4. Use of mobile phones by staff	2
5. Use of mobile phones by pupils	Error! Bookmark not defined.
6. Use of mobile phones by parents/carers, volunteers and visitors	6
7. Loss, theft or damage.....	6
8. Monitoring and review	6

Person responsible: Deputy Head: Pastoral

Last review date: 17.06.26

Next review date: Summer 2028

1. Introduction and aims

At Sandhill View Academy 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 child protection and behaviour.

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 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 Deputy Headteacher (Pastoral) is responsible for monitoring the policy, regularly 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.

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 personal mobile phone while during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom). Staff should not use their own personal mobile phone on the school yard or in the school restaurant when there are pupils present.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school.
- In the case of acutely ill dependents or family members.
- Members of SLT and Pastoral Team are permitted to use mobile phones to communicate when absolutely necessary.
- Members of SLT and Pastoral Team are permitted to use mobile phones to access Class Charts.

The Headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 0191 5949992 as a point of emergency contact.

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).

More detailed guidance on data protection can be found on the Trust's data protection policy.

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 must not use their personal 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.

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 aren't limited to:

- To issue homework, rewards or sanctions.
- To take registers via Class Charts.
- To use multi-factor authentication.
- Emergency evacuations.
- Supervising off-site trips.
- Supervising residential 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 which could identify a pupil.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office.
- There may be some rare instances where staff may need to contact parents or carers via their personal mobile, for instance in the case of an emergency on a school visit. In such cases, the member of staff should conceal their own phone number (either in their own phone settings or by dialing 141 before dialing the contact number).

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 Phones by Pupils

Pupils are not permitted to use mobile phones at any point during the school day. This includes:

- Before registration
- During lessons
- In between lessons

- At breaktimes and lunchtimes

Pupils who bring mobile phones onto the school site do so on the strict condition that:

- Devices are switched off at all times during the school day
- Devices are stored securely and out of sight (e.g. in a bag)
- Devices are not seen, heard, or used at any point unless explicitly authorised

Mobile phones must not be used on the school yard or in any school area unless permission has been granted by a member of staff.

If a pupil needs to use their mobile phone in exceptional circumstances (e.g. to contact a parent/carer), they must:

- Seek permission from a member of staff
- Use the device under staff supervision
- Switch the device off and store it away immediately after use

5.1 Use of smartwatches by pupils

Pupils are permitted to wear a smartwatch; however:

- Smartwatches must only be used to **tell the time**
- Pupils must not use smartwatches to:
 - Send or receive messages
 - Make calls
 - Access the internet or social media
 - Take photographs or recordings

Any misuse of a smartwatch will be treated in line with this policy.

5.2 Safeguarding and Online Safety

Mobile phone misuse may place pupils at risk of harm, including:

- Bullying or harassment
- Peer-on-peer abuse
- Sharing of inappropriate images or content
- Exposure to harmful or inappropriate material

The school will treat such concerns as safeguarding matters and respond in line with Keeping Children Safe in Education.

Pupils must not use mobile devices or applications, including artificial intelligence (AI) tools, to:

- Create, share, or manipulate images, audio, or content involving others
- Cause harm, distress, humiliation, or reputational damage

Any such behaviour will be taken extremely seriously and may result in:

- Safeguarding intervention
- Disciplinary action
- Referral to external agencies where appropriate

Repeated or serious breaches of this policy may indicate wider safeguarding concerns and will be addressed accordingly.

5.3 Sanctions

- If seen or heard on school site, mobile phones will be confiscated in accordance with sections 91 and 94 of the Education and Inspections Act 2006.
- Confiscated phones will be held by Mrs Johnston or Mrs Prescott or in the main school office. The member of staff handing in the phone for storage must sign the phone into custody with date, and name of owner.
- If a pupil has broken the code of conduct and their phone is seen or heard they will be asked to surrender it for the remainder of the week. They must do so immediately and without argument. The pupil may collect their phone at 3.30pm on the Friday of that week from Mrs Johnston, Mrs Prescott or the main school office.
- If a student refuses to hand their mobile phone in they will be housed in the BSU until the phone is handed in for the correct number of nights.
- Sandhill View Academy do not accept any responsibility for any loss or damage to mobile phones when in custody. If a pupil decides to bring any electronic device into school they do so at entirely their own risk.

5.3 Searching Mobile Devices Sanctions

School staff have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows school staff to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

If inappropriate content is found on a phone, or if staff suspect inappropriate behaviour, the police will be contacted.

A 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.

5.4 Exceptions

The school may permit mobile phone use in **exceptional circumstances** where:

- There is a clear and justifiable reason
- Permission has been granted by a senior leader

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.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers.
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil.

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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 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.

Confiscated phones will be stored in the school office in a secure location.

Lost phones should be handed to the school office. 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 of 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