



*Enabling all to flourish
rooted in God's love*

Trust Mobile Phone Policy

Policy type	Trust wide with local context
Review	Every two years
Author/Responsible Officer	Director of Education
Approved by	DSAMAT SLT
Date of ratification	June 2026
Date of next review	June 2028

This policy is a mandatory policy for all DSAMAT Academies and must be implemented without any amendments

Enabling all to flourish: Rooted in God's love



OUR POLICY STATEMENT

‘Enabling all to flourish rooted in God’s love’

JOHN 10:10

Our Trust’s mission is to ensure that all pupils are enabled to flourish; academically, socially, spiritually, physically and mentally, rooted in God’s Love. This belief is central to our vision and our work in service of our communities, pupils, staff and families and is rooted in our Christian Foundation. Our policies are underpinned by our Trust and Schools Christian Visions, serving a range of different contexts and school communities.

Our commitment to mutual flourishing within the school community is recognised within our policies and procedures and ensures that we are governed by principles that are guided by the central belief of prospering, thriving and growing for all. Our policies are based on the belief that equitable treatment for all pupils, staff and the wider community is essential for ensuring holistic flourishing for all. Each policy is developed collaboratively and draws upon and is informed by the National Church of England Vision and the Diocesan Board of Education Vision. Our policies are adapted to recognise the individuality of each school and its community.

Our policies provide clear expectations for all Trust colleagues and ensures a consistency of approach across our schools and that we are living out our Trust values of Hope, Nurture, Equality, Respect and Collaboration.

Each policy forms part of our Trust Governance and ensures that we are held to the highest standards as we carry out our duties.

Enabling all to flourish: Rooted in God’s love

Contents

1. Introduction and aims	4
2. Relevant guidance	4
3. Roles and responsibilities	4
4. Use of mobile phones by staff	4
5. Use of mobile phones by pupils	6
7. Loss, theft or damage	8
8. Monitoring and review	9
9. Appendix 1: Acceptable Use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances	10
10. Appendix 2: Permission form allowing a pupil to bring their phone to school	11
11. Appendix 3: Template mobile phone information slip for visitors	12

1. Introduction and aims

At all our schools within the Diocese of St Albans Multi Academy Trust, our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide 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, behaviour and acceptable use.

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
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices, for example Smart Watches / Smart Glasses.

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [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 required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 or delegated member of the Senior Leadership Team is responsible for monitoring the policy and as a Trust wide policy, our Trust is responsible for reviewing it every 2 years 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 during the school day, while children are present or 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 or designated offices).

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

The Headteacher or delegated members of the Senior Leadership Team 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 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 Gemini).

Further information regarding Trust wide acceptable use of AI can be found in our Trust AI Protocol. For further information about GDPR and Acceptable Use, please see the relevant Trust wide policies.

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. There is additional information about acceptable use in the relevant policy and within the School Staff Code of Conduct.

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.

Some schools allow the use of staff mobile phones as part of the lockdown procedure to aid direct communication where access to school-based devices may be problematic. If this is the case, the lockdown procedure and policy for the individual school will detail this and how staff are expected to maintain safeguarding procedures at all times.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication (All school staff are expected to have MFA activated for accessing school emails and systems to support Cyber Security.)
- Emergency evacuations (including Lockdown)
- Supervising off-site trips
- Supervising residential visits

Permission will be granted by the Headteacher or delegated member of the Senior Leadership Team to use personal devices on off-site trips or residential visits. This permission will be granted on a case-by-case basis.

In these circumstances, staff will:

- Only 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 (if this is required, a school device must be used)
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office. (Unless agreed otherwise by the Headteacher under emergency circumstances)

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the Trust wide staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's mobile phone policy guidance says that use of mobile phones is prohibited throughout the school day.

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

At Manshead CE Academy, our Secondary age children are expected to either not bring a mobile phone to school or secure them in a lockable pouch on entry to school, which is then unlocked at the end of the school day.

In our Primary and Lower Schools, mobile phones are restricted to children who walk to and from school without an adult. This is typically Year 4 in a Lower school, usually in the Summer Term only as part of transition preparation for Middle School. In our Primaries, this is typically only Year 5 and 6 children who walk independently, who walk to and from school.

Children are expected to turn off and hand in their phones upon entry to school and collect them at the end of the school day, only turning them on once they have left school grounds. Each school will manage this in the way that suits their context best, ensuring that phones are securely held for the duration of the school day.

Emergency contact to parents during the day is managed through the school office.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

The DfE's [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smartwatches have wellness and health-related features.

Smartwatches are not permitted in school and the same rules apply as to mobile phones. If a child brings a smartwatch to school they must also provide a box for it to be stored in when handed in to the class teacher as they are smaller than a phone and more fragile.

5.2 Exceptions for special circumstances and for sixth-form pupils

On some occasions it may be necessary for Headteacher to make exceptions for pupils to have access to mobile phones whilst at school.

- Some pupils who require a mobile phone to be used on their journey to and from school if travelling by themselves. (If this is the case, phones must be handed in or stored in the agreed pouches for the duration of their time at school)
- Young carers who need to be contactable (It would be preferable for this to happen through the school office)
- Pupils with a medical condition that requires access to an app for monitoring purposes, e.g. Diabetes
- Sixth Form pupils

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact the Headteacher, in writing, of the school your child attends

Any pupils who are given permission must then adhere to the school's policy for mobile phone use. This permission will be recorded within Arbor, giving specific justification as to why this decision has been made. The school reserves the right to remove permissions for exceptions if a pupil is unable to follow the exceptional use guidelines.

5.3 Sanctions

If a pupil is found to be in breach of this policy the following sanctions may apply and will be determined by the Headteacher or by a member of the Senior Leadership team with delegated responsibilities.

- Their mobile phones will be confiscated and locked securely away, to be collected by a parent / carer. This confiscation is permitted under section 91 and 94 of the Education and Inspections Act 2006. The Headteacher will determine the length of time the phone or device is confiscated for in line with DfE guidance on mobile phones in schools.
- Sanctions on mobile phones or similar devices will be managed through the behaviour policy and where required in line with the DfE's guidance on searching, screening and confiscation. This guidance gives school staff powers to search pupil's phones if there is good reason to do so, (such as having a reason to believe the phone contains pornographic images, or it is being/has been used to commit an offence or cause harm to another person.)

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 (SEN), 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

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

Further information about the management of inappropriate or harmful material can be found within the behaviour policy.

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

Parents are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment. 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, when working with pupils or while children are present

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 that 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 bringing mobile phones to school must ensure that their phones are appropriately labelled, ready to be stored away securely when not in use during the school day.

For our Primary / Lower Schools this means turning devices off and handing them in at the start of the school day and only turning them on at the end of the day once they have left school grounds. For our Secondary School, this means using the phone pouch system in place.

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 made clear to parents in the following ways. Please note not all apply to each Trust setting.

- Relevant signage in school
- Disclaimers used on any relevant phone permission forms
- Disclaimers included in a home/school agreement
- Disclaimers within this school policy, available through the school website or by contacting the school office to receive a copy.

Confiscated phones will be stored in a safe and secure location at in the min school office. Confiscated phones become the responsibility of the school to ensure that they are kept safely and securely. Confiscated phones will only be returned directly to the parent/carer of the pupil; the collector will be required to sign to confirm that the device has been returned. Lost phones should be returned 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 on pupils' education, behaviour and welfare. When reviewing the policy, our Trust and its schools 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

9. Appendix 1: Acceptable Use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Acceptable Use Agreement – Pupil Use of Mobile Phones for exceptional circumstances

You must agree to following these rules if you bring your mobile phone to school:

1. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's behaviour policy. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow **XXXXXXXXX** to bring their mobile phone to school because they:
(Choose from the list below, amending where required for accuracy)

- Travel to and from school alone
- Are a young carer, who needs access for supporting others
- Need a phone to support medical needs, e.g. Diabetes and need to use an app for tracking sugars
- Are attending a school trip or residential where the use of mobile phones will be allowed
- Attend a before or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil Signature (where appropriate) _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to
- Do the main office and the office staff will arrange an appropriate space for you. not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the main office and the office staff will arrange an appropriate space for you.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the main office and the office staff will arrange an appropriate space for you
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.