



St. Edward's Church of England Academy

Mobile Phone Policy

Approved by Trustees
Last Reviewed in: July 2025
Next Review due by: July 2026
Non-Statutory Policy



St Edward's
Church of England
Academy

The Vision for Education at our Academy

Jesus says, "I have come that they may have life and have it in all its fullness."

John 10:10

Our school vision is to ensure that God's aspiration for us all, as expressed in Jesus's words from John 10:10, is reflected in our aspiration for all of our children and staff to experience a full and rich life of learning, growing, helping, and caring for each other.

We are an inclusive community where all are welcomed, supported and celebrated for all they are and for all they do. Our Academy is a place of, and a space for, flourishing and fulfilment because here...

...we are 10:10 people.

As a Christian Academy, we live and breathe our core values:

- Respect
- Courage
- Hope
- Friendship

"For I know the plans I have for you, declares the Lord, plans to prosper you and not to harm you, plans to give you hope and a future."

Jeremiah 29:11

***"Be strong and courageous.
Do not
be afraid; do not be
discouraged for
the Lord your God will be with
you wherever you go."***

Deuteronomy 31:6



***"I no longer call you
Followers. Instead I call
you friends."***

John 15:15

"Show proper respect to everyone"

1 Peter 2:17



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1. Introduction and aims

At St Edward's Church of England Academy, we understand that mobile phones and smart devices are a common part of life for pupils, parents, and staff. However, we firmly believe that within the school environment, mobile phones are not necessary and should not be used during the school day. Our priority is to maintain a safe, focused, and respectful atmosphere that supports learning and wellbeing.

To this end, pupils are not permitted to use mobile phones on school premises during the school day. We believe that removing mobile phones from the classroom and social spaces helps reduce distractions, supports positive behaviour, and encourages face-to-face interaction.

Our policy aims to:

- Clearly state that mobile phones are not to be used or required in school
- Promote safe, respectful, and responsible use of mobile phones outside of school hours
- Set clear expectations for pupils, staff, parents, and volunteers regarding mobile phone use
- Support the Academy's wider policies, particularly those related to safeguarding, behaviour, and wellbeing
- Uphold our educational vision and values, ensuring that learning remains the core focus of the school day

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

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for 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 Principal and Trustees are responsible for monitoring the policy, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while leading a class or directly supervising pupils. Use for personal reasons of mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room). There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependants or family members
- Location of teaching taking place e.g. on the school field
- On-call members of staff

The Principal 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 01538 714740 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. Please refer to our GDPR and ICT Acceptable Use 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 where ever possible.
- Staff are able to access Office 365 and Arbor via their mobile phone but phones must be kept securely and have the highest level of security to stop access by anyone other



than the member of staff. Any breaches or access of this nature should be reported immediately to the Data Protection Coordinator Mrs S Morris Fear in line with the Academy GPDR policy.

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 invacuations or 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
- Use Academy iPad or equivalent wherever possible 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. If necessary, contact must be made via the school office

In exceptional circumstances, if a member of staff needs to use a personal phone to contact parents / carers, for example on a school trip, they must first block their number.

3.5 Work phones

Some members of staff are provided with a mobile phone or may use their personal mobile phone by instruction from the Principal 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 in line with the Academy's Disciplinary Policy.

4. Use of mobile phones by pupils

To be clear, **mobile phones are not needed** at St. Edward's Church of England Academy.

However, pupils are allowed to bring a mobile phone to school should their parents require them to. For example, parents may decide that they require their child to carry a mobile phone for these reasons:

- Travelling to school by themselves
- Young carers who need to be contactable
- Communicating with parents/carers at the start and end of the Academy day

Should parents/carers require their child to carry a mobile phone, it is strongly recommended that alternatives to smart phones are considered as a means of communication – basic phones with text and call functionality may be an appropriate alternative. This is to safeguard our pupils as a significant number of mobile phone applications are not suitable for the age range of our pupils.

Pupils are allowed to bring phones into the Academy, but these **MUST be turned off** and **stored safely in bags** on entering the school site. Phones **must not be kept in pockets or blazers**.

Phones must not be seen, used or heard during the Academy day.

Although we do permit pupils to bring their phones into the Academy, it is paramount that these are switched off and left in pupil's bags at all times. All communication during the school day must be made via the school office. Pupils must not text, call or message their parents/carers, family members, friends etc. during the Academy day.



Should pupils not adhere to these rules then their phone will be confiscated until the end of the day and parents/carers will be asked to collect their child's phone from the Academy. Sanctions will be issued for inappropriate mobile phone use, in line with our Behaviour Policy.

After this, we will enforce that the pupil does not bring their phone into school for the remainder of the term.

4.1 Sanctions

If a pupil's mobile phone is seen or heard during the Academy day (once a pupil is on the Academy site). The following sanctions will be applied:

Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#))

If they are confiscated, a parent/carer will be required to collect this from the Academy office at the end of the Academy day. Pupils will not be allowed to do this. Please see: [DfE's guidance on searching, screening and confiscation](#)

Depending on the nature of the mobile phone incident further sanctions may be applied in line with the Academy's Behaviour Policy.

If inappropriate content is reported, parents/carers and potentially the police will be contacted and sanctions will be applied in line with the Behaviour Policy.

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
- Up skirting
- 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
- Trolling
- Online bullying
- Grooming
- The creation or distribution of indecent/inappropriate images
- Inappropriate use of Artificial Intelligence (AI)



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

Parents, visitors and volunteers (including Trustees 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 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
- If you are a visitor or volunteer supporting in lessons, mobile phones must not be used during this time

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

- Use their phone to contact other parents
- 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 reporting matters relating to the Academy's Policy for pupils using their phones, as set out in section 4 above.

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.

Parents/carers must not try to contact their child on their personal mobile during the school day.

Parents/carers must understand that use of mobile phones during the school day will lead to sanctions being issued to their child.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely in their bags throughout the school day. Pupils must secure their 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 Academy 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 returned to the School Office. The school will then attempt to contact the owner.

Appendix 1: ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS

I will read and follow the rules in the acceptable use agreement policy.

When I use the school's ICT systems (like computers) and get onto the internet in school I will:

- Always use the school's ICT systems and the internet responsibly and for educational purposes only
- Only use them when a teacher is present, or with a teacher's permission
- Keep my usernames and passwords safe and not share these with others
- Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer
- Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others
- Always log off or shut down a computer when I've finished working on it

I will not:

- Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate
- Log in to the school's network using someone else's details
- Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision

If I bring a personal mobile phone or other personal electronic device into school:

- I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission
- I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online