



# Mobile Phone Policy

This policy aims to promote, and set an example for, safe and responsible use of mobile phones. For the purposes of this policy the term 'mobile phones' includes smart watches, pagers and other communication devices.

## This policy was approved as follows:

<b>Approver:</b>	Headteacher / SLT	<b>Date:</b>	March 2026
<b>Owner:</b>	Operations	<b>Version:</b>	V1.1
<b>Adoption date:</b>	Summer 2026	<b>Review frequency:</b>	Every two years
<b>Status:</b>	Recommended	<b>Next review date:</b>	Summer 2028 (unless there are any prior changes)

This policy applies to pupils, staff, visitors and volunteers.

## Document History

Version	Version Date	Author	Summary of Changes
V1.0	11.02.2025	T Evans	Policy reformatted using new template and Trust name change updated. Reviewed and approved by Headteacher / Senior Leaders
V1.1	09.03.2026	A Grattage	Reviewed & updated

### The Vision of the Staff, Pupils and Governors of Windsor Park C.E. Middle School

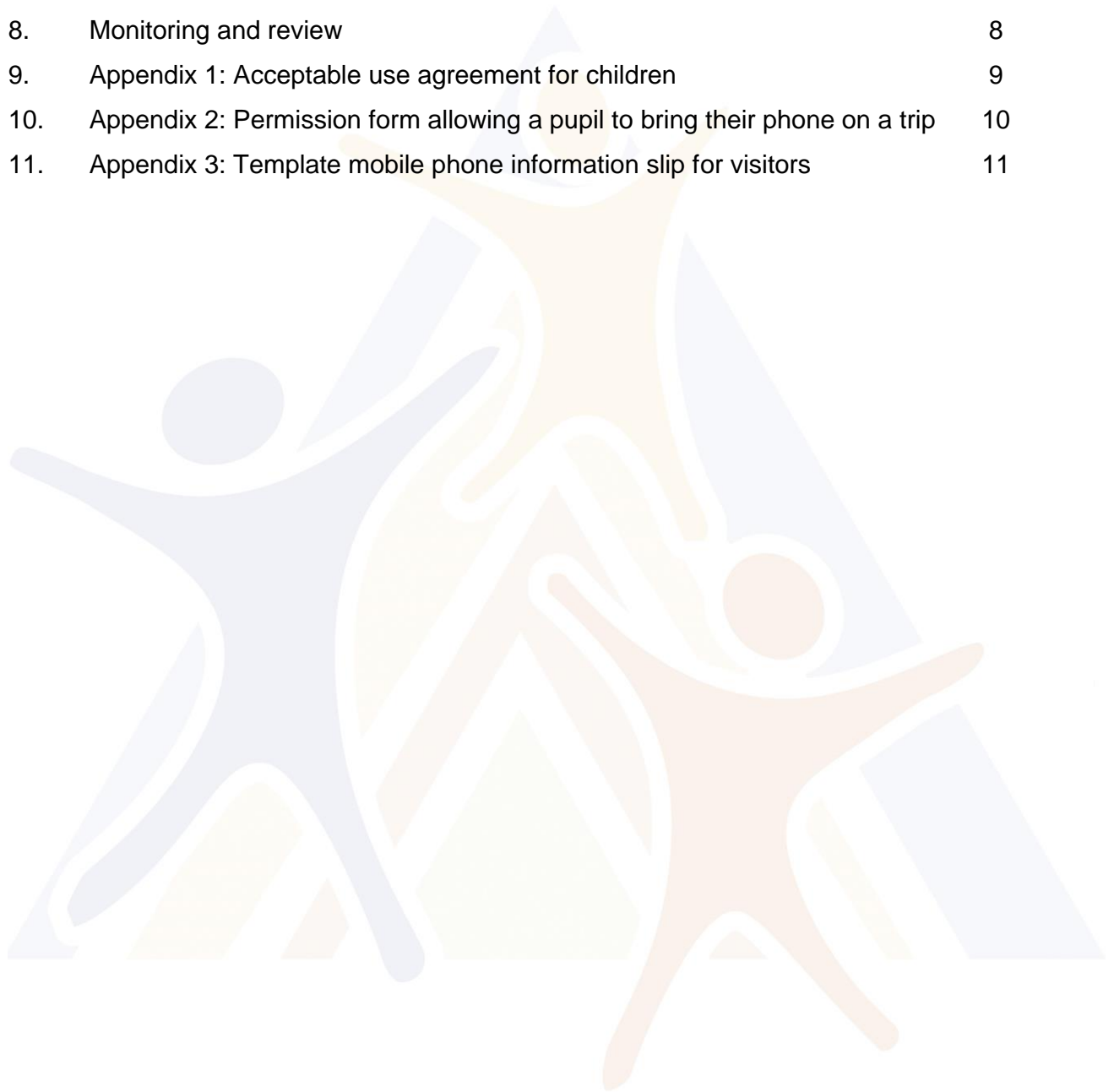
As an inclusive Church of England school, who aim to provide transformational experiences for all God's children within our care, the teachings of Jesus are at the heart of all we do. Whilst striving for excellence, we celebrate achievement in all its forms encouraging pupils and staff to live life in all its glory and flourish.

*Learning for Life*  
*"Teach me good judgement and knowledge"*  
*Psalms 119:66*

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# 1. Introduction and aims

At Windsor Park CE Middle School, we recognise that mobile phones and personal smart devices form part of everyday life. For the purposes of this policy, “mobile phone” includes smartphones, smart watches with communication capability, tablets with SIM access, and any internet-enabled personal communication device.

In line with guidance from the Department for Education, the school adopts a **clear and consistent approach**:

**Mobile phones must not be used by pupils at any point during the school day.**

This policy aims to:

- Promote safe and responsible use of technology.
- Protect pupils and staff from harm, bullying and online abuse.
- Reduce disruption to learning.
- Safeguard personal data.
- Support the school’s Behaviour Policy, Safeguarding and Child Protection Policy, Online Safety Policy and Searching and Confiscation Policy.

## Scope

This policy applies to:

- Pupils
- Staff (including supply staff and contractors)
- Governors
- Volunteers
- Parents and visitors

# 2. Roles and Responsibilities

## 2.1 Headteacher and Governors

- Ensure the policy reflects current statutory and non-statutory guidance.
- Monitor implementation and impact.
- Review bi-annually.

## 2.2 Staff

All staff are responsible for:

- Enforcing this policy consistently.
- Challenging misuse.
- Recording incidents in line with safeguarding and behaviour procedures.
- Reporting safeguarding concerns immediately.

## 3. Use of Mobile Phones by Pupils

### 3.1 Core Rule

Pupils are permitted to bring a mobile phone to school; however:

- Phones must be **switched off before entering the school site**.
- Phones must remain switched off for the entire school day, including break and lunchtime.
- Phones must be stored securely in the pupil's locker for the duration of the school day.
- Phones must not be accessed at any point on school premises.

Phones must not be on silent, vibrate or airplane mode — they must be fully powered off.

The school strongly discourages pupils from bringing phones unless necessary for travel safety.

**For the purposes of this policy, the school day includes arrival on site, lesson time, break and lunchtime, enrichment activities and any time pupils remain on the school premises.**

### 3.2 Prohibited Areas

Mobile phones must never be used:

- In toilets or changing rooms.
- During examinations or formal assessments.
- On educational visits unless explicitly authorised.
- During enrichment, clubs or extracurricular provision within the school day.

### 3.3 Unacceptable Use

The following constitute serious breaches of policy:

- Using a phone during the school day.
- Photographing or filming staff or pupils without consent.
- Recording in toilets or changing areas.
- Bullying, harassing or intimidating via text, messaging apps or social media.
- Sharing nude or semi-nude images (youth-produced sexual imagery).
- Refusing to hand over a device when instructed.
- Bringing the school into disrepute through online activity.
- Conduct outside school, which affects the safety, wellbeing or orderly running of the school.

Mobile phone misuse may constitute:

- Child-on-child abuse
- Sexual harassment
- Online exploitation
- Criminal behaviour

Such incidents will be managed in line with the school's Safeguarding and Child Protection Policy.

### **3.4 Searching, Screening and Confiscation**

The school operates in accordance with statutory guidance on searching and confiscation.

Where there is reasonable suspicion of misuse:

- An authorised member of staff may confiscate a device.
- The device may be searched in accordance with statutory powers.
- Data may be examined where there is good reason to do so.
- Prohibited material may be deleted where appropriate. Where deletion is necessary, it will be carried out by authorised staff in accordance with statutory guidance.

The school will follow statutory guidance on searching, screening and confiscation issued by the Department for Education.

Where criminal activity is suspected, the police will be informed.

### **3.5 Sanctions**

Sanctions will be proportionate and in line with the Behaviour Policy.

These may include:

- Confiscation until the end of the school day.
- Parent collection of the device.
- Behaviour sanctions.
- Fixed-term suspension.
- Permanent exclusion in extreme cases involving serious harm.

Repeated breaches may result in a ban on bringing a phone to school.

All confiscations will be logged.

Confiscated phones will be stored securely in the school office.

### **3.6 Educational Visits**

Mobile phones are not permitted on trips unless expressly authorised.

Where permission is granted:

- A signed agreement must be completed.
- Phones may only be used at times directed by staff.
- Misuse will result in immediate confiscation.

## **4. Use of Mobile Phones by Staff**

### **4.1 Personal Devices**

Staff must not:

- Use personal phones in the presence of pupils.
- Take photographs or recordings of pupils using personal devices.
- Use personal phones to process school data.
- Share personal contact details with pupils or parents.

Personal phones may only be used:

- In staff-only areas.

- During non-contact time.
- In exceptional circumstances with Headteacher approval.

Staff must take reasonable steps to protect their personal contact details.

#### **4.2 School Issued Devices**

Staff provided with a school phone must:

- Use it solely for professional purposes.
- Ensure communication is appropriate and professional.
- Safeguard the device against unauthorised access.

Failure to adhere to this policy may result in disciplinary action.

### **5. Use of mobile phones by Parents, Visitors and Volunteers**

Visitors must:

- Keep phones on silent.
- Not use phones where pupils are present.
- Not take photographs of pupils (unless a public event and consent applies).
- Not post school-related content on social media without consent.

Parents must not contact pupils directly during the school day. Communication must be via the school office.

Visitors will be reminded of expectations upon signing in.

### **6. Loss, Theft and Damage**

- Pupils bring phones at their own risk.
- The school accepts no liability for loss, theft or damage.
- Phones must be password protected.
- Confiscated devices will be securely stored.

### **7. Safeguarding and Online Safety**

Mobile phone misuse may be linked to:

- Online grooming
- Child sexual exploitation
- Extremism
- Cyberbullying
- Sexual harassment
- Sharing of harmful content

All concerns will be managed in accordance with:

- Safeguarding and Child Protection Policy
- Online Safety Policy
- Behaviour Policy

Where appropriate, the school will involve the police, children's social care or other relevant external agencies.

## **8. Monitoring and Review**

The school will review this policy annually, considering:

- Behaviour data
- Safeguarding incidents
- Feedback from staff, pupils and parents
- Updated guidance from the Department for Education



## Appendix 1 – Pupil Agreement (Updated Summary)

If you bring a phone to school:

- It must be switched off before entering site.
- It must remain in your locker all day.
- You must not use it at any time.
- You must hand it over if asked.
- You must not record or photograph anyone.
- You must not use it to bully or harm others — even outside school if it affects school.

Failure to follow these rules will result in sanctions.



## Appendix 2: Permission form allowing a pupil to bring their phone on a visit

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent(s) name(s):</b>	
<b>Trip:</b>	

Windsor Park CE Middle School has agreed to allow [pupil name] to bring [his/her] mobile phone on the above named school visit, because [he/she] is attending a school trip or residential where use of mobile phones will be allowed.

Children who bring a mobile phone on the school visit must abide by the school's policy on the use of mobile phones, and its acceptable use agreement (which can be found in the Mobile Phone Policy).

Children must not take photographs without the individual's consent.

The school reserves the right to revoke permission if children do not abide by the policy.

Parent signature: \_\_\_\_\_

Child signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

## Appendix 3: Template mobile phone information slip for visitors

### Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds

Please do not use phones where children are present. If you must use your phone, you may go to the staff room

- Do not take photos or recordings of children or staff
- Do not use your phone in lessons, or when working with children

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.

