Date of last review:	September 2026	**Review period:**	Annually
Date of next review:	September 2027	**Owner:**	Director of Trust Safeguarding and Culture

Mobile Phone Policy

History of Policy Changes

Date	Page	Change	Origin of Change
September 2026	All	In line with statutory DfE guidance	mobile phone guidance

1. Introduction and aims

At The Trafalgar School, 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 students, staff, parents/carers, visitors and volunteers
- Support the school's other policies, specifically those related to child protection, safeguarding, online safety 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
- 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.

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 is responsible for monitoring the policy and reviewing it every 2 years, and holding staff and students 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 Trust

The Trust has overall responsibility for monitoring this policy and holding the headteacher to account for its implementation.

4. Use of mobile phones by staff

The DfE's mobile phone guidance says that staff should not use their mobile phone for personal reasons in front of students throughout the school day. All schools should be mobile-free environments by default: anything other than this should be by exception only.

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 in the act of supervising children or in the presence of children. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staffroom, offices or vacant classrooms).

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 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 (01725 550300) 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).

More detailed guidance on data protection can be found in the MLP Information Security Policy and the Acceptable Agreement Policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, 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 students.

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 students for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips

- Supervising residential visits (a school mobile is provided in these circumstances in order to contact parents and to provide a contact number for students).

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 students, their work, or anything else that could identify a student
- 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 – as described above this is generally for use during trips or visits.

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 school 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 students

Students 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).

The Trafalgar School uses Yondr phone pouches to restrict the use of mobile technology. All students are provided with a mobile phone pouch when they join the school and are expected to replace, at a cost to parents, any pouch that is lost or damaged.

- All students are expected to place their mobile technology in their Yondr pouch at the start of the school day.
- This is administrated in tutor time and is monitored by tutors.
- Mobile technology must remain in the locked Yondr pouch throughout the school day.
- Teachers unlock Yondr pouches when students depart their last lesson of the day.

Exceptions to the above are rare and only in agreement with the Deputy Headteacher (pastoral). Exceptional arrangements would include:

- Specific medical needs which require mobile technology as a monitor system (for example continuous glucose monitoring).
- Young carers in specific circumstances.

- Circumstances relating to individual safeguarding needs.

Students 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. Students will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches by students

The DfE's statutory 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.

Smart watches are also prohibited items and must be placed in the Yondr pouches at the beginning to the school day along with mobile phones. This ensures the school is consistent with statutory guidance whilst also ensuring students are compliant with JCQ exam guidance.

5.2 Use of mobile technology offsite

The school recongises that mobile technology provides an important communication tool between parents and children. Additionally, the semi-rural nature of the school and geographically wide catchment area means that many students' journey to and from school is 'disjointed' and often not straightforward.

As a result students may use mobile technology whilst travelling to and from school. They may also use mobile technology when on Trips and Visits at the discretion of the leading member of staff.

During these occasions students are expected to comply with all expectations as set out within the behaviour policy. Students continue to represent the school on these occasions and the school will use all necessary measures within the Behaviour Policy to sanction mobile technology misuse, including confiscation and reporting criminal use to the police.

Any mobile technology misuse that brings the reputation of the school into disrupt whilst using school or public transport could result in students being banned.

Staff may permit the use of mobile technology on trips or visits. On these occasions students must adhere to staff instruction with regard to when mobile technology must be switched off, turned to silent or not seen.

5.3 Sanctions

The sanctions associated with mobile technology breaches are set out in the school Behaviour Policy. They are summarised here for the purpose of this policy.

- Use of mobile technology without permission will result in a Red Line detention.
- If the mobile technology has been used to further breach behaviour or safeguarding expectations then further santions will be administered to be decided on a case by case basis.
- Mobile technology will be confiscated by a senior member of staff if found to be used without permission.
- Confiscation is permitted under Sections 91 and 94 of the Education and Inspections Act 2006.
- For a first offence confiscated mobile technology will be returned to the student at the end of the day. Further unpermitted use of mobile technology may result in it only being returned to parents.

Staff have the power to search student's mobile technology in specific circumstances, as set out in the DfE's Guidance on Searching, Screening and Confiscation and the DfE Guidance on Mobile Phones in Schools. The DfE guidance allows staff to search a student's mobile technology if there is good reason to do so (such as having good reason to believe the phone contains pornographic images, or if it is/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 student'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

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 students, 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 students 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.

A summary of these expectations is displayed in reception and parents/carers, volunteers and visitors are directed to this alongside the schools' safeguarding and emergency procedures on arrival.

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 students, their work, or anything else that could identify a student

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students 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

Students bringing mobile technology to school must ensure that it is appropriately labelled, ready to be stored away securely in their Yondr pouches when not in use during the school day.

Students must secure their mobile technology 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 students are travelling to and from school.

Parents and students are made aware of this through signage in reception and well as through the content in this policy.

Confiscated phones will be securely stored in reception or a senior leaders' office.

Lost phones should be returned to lost property which is held by the Welfare Officer in the Medical Room 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 students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and students
- 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 Director of Trust Safeguarding and Culture in a timely manner.

Appendix 2: Permission form allowing a student to bring their phone to school

STUDENT DETAILS	
Student name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [student name] to bring [their] mobile phone to school because they:

List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where 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

Students who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and the Code of Conduct

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

Parent/Carer signature:	
Student signature:	

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

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 students are present. If you must use your phone, you may go to reception
- Do not take photos or recordings of students (unless it is your own child), or staff
- Do not use your phone in lessons, when working with students 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.

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