



## Small Beginnings; Endless Possibilities

"The kingdom of heaven is like a mustard seed, which a man took and planted in his field. Though it is the smallest of all seeds, yet when it grows, it is the largest of garden plants and becomes a tree, so that the birds come and perch in its branches."  
*Matthew 13 31-32*

*Growing together with Compassion, Curiosity and Courage*

## Use of Mobile Phones in School

<b>Policy agreed (date):</b>	<b>February 2026</b>
<b>Policy published (date):</b>	<b>February 2026</b>
<b>Next review (date):</b>	<b>February 2027</b>

## School Vision, Ethos, and Policy Statement

### School Vision and Values

At Kennet Valley CofE VA Primary School, our vision is:

**"Small Beginnings; Endless Possibilities. Growing together in Compassion, Curiosity and Courage."**

Inspired by the Parable of the Mustard Seed (Matthew 13: 31-32), we nurture growth, respect, and care in all aspects of school life. This policy supports a safe, inclusive environment where every pupil can flourish.

### Purpose and Scope

This policy sets out clear expectations for the possession and use of mobile phones by pupils, staff, visitors, volunteers, and contractors. It applies to all members of the school community on the school site or engaged in school activities, including events and trips. It links to our Behaviour, Safeguarding, Online Safety, Acceptable Use, and Staff Code of Conduct policies.

### Policy Statement

Kennet Valley CofE VA Primary School prohibits the use of mobile phones by pupils during the school day, except where required for documented medical needs. The use of mobile phones to film or photograph during school events (e.g. sports days, plays, assemblies) is strictly prohibited for all members of the school community, including parents, visitors, and volunteers. This approach safeguards all members of our community, supports effective learning, and upholds our values of compassion, curiosity, and courage.

## Legal and Statutory Framework

### Legislative Context

This policy is informed by:

- Education Act 2011 (Discipline, Part 2)
- Education and Inspections Act 1996 (Section 89)
- DfE Guidance: Searching, Screening and Confiscation (July 2022)
- DfE Guidance: Mobile Phones in Schools (January 2026)
- DfE Guidance: Behaviour in Schools (2024)
- Keeping Children Safe in Education (KCSiE 2025)
- Working Together to Safeguard Children (2015)
- Data Protection Act 2018 and UK GDPR

## **Statutory Duties and Compliance**

- The school's Behaviour Policy includes rules on banned items and searching powers.
- Authorised staff may search for, confiscate, and examine data on electronic devices where there is reasonable suspicion of harm, disruption, or offence.
- All safeguarding incidents are referred to the Designated Safeguarding Lead (DSL) and documented in line with KCSiE and local procedures.
- Records of incidents involving electronic devices are maintained and reviewed each term.

## **Inspection and Regulatory Requirements**

- Ofsted will assess the clarity and consistency of mobile phone rules, staff training, and safeguarding arrangements.
- The school must evidence compliance with DfE guidance and demonstrate a safe, respectful, and inclusive learning environment.

## **Roles and Responsibilities**

### **Governing Board**

- Approves and monitors this policy.
- Reviews policy effectiveness annually and ensures compliance with statutory requirements.

### **Headteacher**

- Implements the policy and ensures effective communication with all stakeholders.
- Oversees staff training and reports to the Governing Board.

### **Designated Safeguarding Lead (DSL), Deputy Designated Safeguarding Lead (DDSL) and SENDCo**

- Manages safeguarding concerns, medical exceptions, and risk assessments.
- Ensures referrals and records are completed as required.

### **Staff**

- Adhere to this policy and model safe, responsible use of technology.
- Staff may use mobile phones in non-pupil areas
- Staff may use mobile phones for their own medical needs.
- Staff may use mobile phones for professional purposes (e.g. 2FA, emergencies).
- If it is necessary for a member of staff to contact a parent, they must withhold their personal number using appropriate phone settings or school-approved apps.
- Staff must not use personal devices for photography, filming, or direct communication with pupils.
- All use must comply with safeguarding and data protection policies.
- Only trained and authorised staff may search, confiscate, or examine devices.

### **Pupils**

- Must not use mobile phones during the school day.
- If a phone is brought for exceptional reasons, it must be handed in at the office.
- Must not use phones for photography, filming, recording, or communication on site.

### **Parents and Carers**

- Support the policy and reinforce expectations with their children.
- Communicate with the school regarding any exceptional circumstances or medical needs.
- Must not use mobile phones to film or photograph during school events, including sports days, plays, and assemblies.

### **Visitors, Volunteers, and Contractors**

- All visitors, volunteers, and contractors must follow the school's Acceptable Use and Safeguarding policies.
- Mobile phone use on site is restricted to non-pupil areas and only for essential purposes (e.g. emergencies, professional communication) with prior approval from the school office or staff.
- Mobile phones must not be used to film or photograph during school events, lessons, or anywhere pupils are present.
- Volunteers must receive induction on mobile phone protocols and safeguarding before commencing duties.
- Contractors must comply with school procedures and may only use mobile phones for work-related purposes, away from pupils.
- Any breach of these rules will result in immediate intervention and may lead to removal from site or further action.

## **Mobile Phone Rules and Expectations**

### **General Prohibition and Rationale**

- Pupil use of mobile phones is not permitted during the school day.
- This protects learning, wellbeing, and safety, and prevents distraction, bullying, and safeguarding risks.

### **Medical and Exceptional Circumstances**

- Parents/carers may request an exception for medical reasons (e.g. diabetes monitoring) using the form in Appendix 1.
- All requests are risk assessed and managed by the SENDCo/DSL.
- Only authorised devices are permitted, with secure protocols in place.

### **Staff Use of Mobile Phones**

- See Roles and Responsibilities

### **Visitors, Volunteers, and Contractors**

- See Roles and Responsibilities

### **Filming and Photography Ban at School Events**

- The use of mobile phones to film or photograph during school events (e.g. sports days, plays, assemblies) is strictly prohibited for all members of the school community, including staff, parents, visitors, and volunteers.
- Official photography or filming may only be carried out by authorised staff or professionals, with prior consent and in line with the school's Image Use Policy.
- Any unauthorised filming or photography will result in immediate intervention and may lead to confiscation, removal from site, or further action.

## **Procedures for Mobile Phone Management**

### **Bringing Mobile Phones to School**

- Pupils who bring a mobile phone for exceptional reasons must hand it in at the school office at the start of the day.
- Phones are stored securely and returned at the end of the day.

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

- Only trained and authorised staff may search for and confiscate mobile phones, following DfE guidance (July 2022).
- Searches are conducted with respect and in the presence of a witness.
- All incidents are documented using the template in Appendix 2.

### **Examination and Deletion of Data**

- Data on devices may be examined or deleted if there is reasonable suspicion of harm, disruption, or offence.
- If indecent images or safeguarding risks are identified, the device is referred immediately to the DSL and managed in line with KCSiE and UKCIS guidance.

### **Secure Storage and Care of Confiscated Devices**

- Confiscated devices are stored securely in the school office.
- A log is maintained of all confiscated devices and their return.

### **Recording and Reporting Incidents**

- All incidents involving mobile phones are recorded and reviewed by the Headteacher and Safeguarding Governor each term.
- Safeguarding incidents are reported in line with statutory guidance.

## **Safeguarding, Online Safety, and Data Protection**

### **Safeguarding Risks and Procedures**

- Risks include indecent images, bullying, online harm, and unauthorised sharing of information.
- All safeguarding concerns are referred immediately to the DSL and managed according to KCSiE and Working Together to Safeguard Children.

### **Online Safety and Acceptable Use**

- The use of mobile phones for photography, filming, or recording is prohibited unless explicitly authorised for educational purposes and in line with the Acceptable Use and Image Use policies.
- The school promotes responsible digital citizenship and online safety.

### **Data Protection and Confidentiality**

- Personal data on devices is handled in accordance with the Data Protection Act 2018 and UK GDPR.
- Confiscated devices are managed securely to protect privacy and confidentiality.

## **Communication, Training, and Monitoring**

### **Policy Communication**

- The policy is communicated to staff, pupils, parents/carers, visitors, and volunteers via the school website, newsletters, staff meetings, induction sessions, and event briefings.

### **Staff Training and Support**

- All staff receive regular training on searching, confiscation, safeguarding, and online safety.
- Volunteers and visitors receive induction on mobile phone protocols and safeguarding before commencing duties or attending events.
- Training records are maintained (see Appendix 3).

## **Monitoring, Evaluation, and Review**

- The effectiveness of this policy is monitored through incident logs, feedback, and regular review by the Headteacher and Governing Board.
- The policy is reviewed annually and updated as required.

## **Sanctions and Support**

### **Sanctions for Breaches**

- Breaches of this policy by pupils, parents, visitors, or volunteers are addressed in line with the Behaviour Policy and statutory guidance.
- Breaches of this policy by staff are addressed in line with the Staff Code of Conduct and statutory guidance.
- Sanctions are proportionate and may include confiscation, parental contact, removal from site (for visitors/volunteers), and further disciplinary action.

### **Support and Education**

- Pupils are supported through pastoral care and education on responsible technology use.
- Restorative approaches are used where appropriate to promote understanding and positive behaviour.

## **Special Circumstances and Reasonable Adjustments**

### **Medical Monitoring Devices**

- Mobile phones for medical monitoring (e.g. diabetes) are permitted only with prior authorisation, risk assessment, and SENDCo/DSL oversight.
- Secure protocols are followed to ensure safety and privacy.

### **Staff Use for Authentication, Emergencies, and Medical Needs**

- Staff may use mobile phones for two-factor authentication, emergencies, and their own medical needs. All use must be secure and not compromise pupil safety.
- When contacting parents (e.g. on trips), staff must withhold their personal number using phone settings or school-approved apps.

### **Educational Use and Authorised Exceptions**

- Mobile phones may be used for educational purposes only with explicit authorisation and in line with Acceptable Use and Image Use policies.
- All exceptions are risk assessed and documented.

## **Policy Links and Integration**

### **Related Policies**

- Behaviour and Relationships Policy: Sets out expectations and sanctions for behaviour, including mobile phone use.
- Safeguarding Policy: Details procedures for managing safeguarding concerns.
- Online Safety Policy: Covers safe and responsible use of technology.
- Acceptable Use Policy: Outlines expectations for all users of school technology.
- Mobile Technologies Policy: Provides further detail on the management of mobile and personal devices.
- Staff Code of Conduct: Sets out professional standards and expectations for staff behaviour, including mobile phone use.

## Whole-School Approach

- This policy is integrated with the school's vision, ethos, and digital citizenship curriculum.
- It supports a consistent, whole-school approach to online safety and responsible technology use.

## Appendices

- 1 Mobile Phone Exception Request Form (Medical/Other)
- 2 Risk Assessment Template (Medical Devices)
- 3 Mobile Phone Incident Log Template
- 4 Staff, Volunteer, and Visitor Training and Authorisation Record
- 5 Acceptable Use Agreement (Staff, Pupils, Visitors, Volunteers)
- 6 Summary of Mobile Phone Rules for Parents and Visitors
- 7 Summary of Mobile Phone Rules for Staff and Volunteer
- 8 Example Risk Assessment for Staff Medical Needs
- 9 Secure Storage Protocols
- 10 Example Mobile Phone Confiscation Receipt Form
- 11 Example Mobile Phone Return Form

## References

- Education Act 2011 (Discipline, Part 2)
- Education and Inspections Act 1996 (Section 89: Behaviour Policy)
- DfE Guidance: Searching, Screening and Confiscation (July 2022)
- DfE Guidance: Mobile Phones in Schools (January 2026)
- DfE Guidance: Behaviour in Schools (2024)
- Keeping Children Safe in Education (KCSiE 2025)
- Working Together to Safeguard Children (2015)
- Data Protection Act 2018 and UK GDPR
- SWGfL Online Safety Policy Templates
- UKCIS Guidance on Sharing Nudes and Semi-Nudes
- Kennet Valley CofE VA Primary School Acceptable Use Policy
- Kennet Valley CofE VA Primary School Behaviour and Relationships Policy
- Kennet Valley CofE VA Primary School Safeguarding Policy
- Kennet Valley CofE VA Primary School Mobile Technologies Policy
- Kennet Valley CofE VA Primary School Staff Code of Conduct

## Mobile Phone Exception Request Form

Name of pupil: \_\_\_\_\_

Year group: \_\_\_\_\_

Parent/carer name: \_\_\_\_\_

Reason for request (medical/other): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Device type/model: \_\_\_\_\_

Purpose of device: \_\_\_\_\_

## Medical Device Risk Assessment

Risk Identified	Who is at risk	Likelihood	Impact	Mitigation	Residual Risk

Risk assessment completed by: \_\_\_\_\_

Role: \_\_\_\_\_

Date of request: \_\_\_\_\_

Authorisation: [SEND/Co/DSL signature] \_\_\_\_\_

Review date: \_\_\_\_\_







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### **Acceptable Use Agreement**

I agree to follow the school's Mobile Phones in School Policy.

I will not use mobile phones for filming, photography, or recording on site.

I will only use mobile phones in non-pupil areas or for authorised purposes.

I will comply with safeguarding and data protection policies.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Date: \_\_\_\_\_

### **Summary for Parents and Visitors**

- Pupil mobile phone use is not permitted during the school day.
- Parents/carers must not use mobile phones to film or photograph during school events, including sports days, plays, and assemblies.
- Visitors and volunteers must not use mobile phones in pupil areas or for filming/photography.
- Mobile phone use by parents and visitors is restricted to non-pupil areas and only for essential purposes with prior approval.
- Any breach of these rules will result in immediate intervention and may lead to removal from site or further action.
- Requests for exceptions (e.g. medical monitoring) must be made via the school office using the appropriate form.

### **Summary for Staff and Volunteers**

- Staff and volunteers must model safe and responsible use of technology at all times.
- Staff may use mobile phones in non-pupil areas and for their own medical needs.
- Staff may use mobile phones for professional purposes (e.g. 2FA, emergencies, contacting parents on trips), ensuring personal numbers are withheld.
- Staff and volunteers must not use personal devices for photography, filming, or direct communication with pupils.
- All use must comply with safeguarding and data protection policies.
- Only trained and authorised staff may search, confiscate, or examine devices.
- Volunteers must receive induction on mobile phone protocols and safeguarding before commencing duties.
- Any breach of these rules will result in immediate intervention and may lead to disciplinary action or removal from site, in accordance with the Staff Code of Conduct for staff breaches.

## Staff Medical Needs Mobile Phone Risk Assessment

Staff name: \_\_\_\_\_

Medical condition: \_\_\_\_\_

Device type/model: \_\_\_\_\_

Risk Identified	Who is at risk	Safeguarding Considerations	Likelihood	Impact	Mitigation	Residual Risk

Staff member Signature: \_\_\_\_\_

Headteacher/DSL signature: \_\_\_\_\_

Review date: \_\_\_\_\_

## Secure Storage Protocols for Confiscated Devices

- Confiscated devices stored in locked cabinet in school office.
- Log maintained of devices received and returned.
- Only authorised staff may access the cabinet.
- Devices returned to owner at end of day or following investigation.
- Audit trail reviewed termly by Headteacher and Safeguarding Governor.

## Mobile Phone Confiscation Receipt

Date: \_\_\_\_\_

Pupil name: \_\_\_\_\_

Year group: \_\_\_\_\_

Device type/model: \_\_\_\_\_

Reason for confiscation: \_\_\_\_\_

\_\_\_\_\_

Staff member: \_\_\_\_\_

Expected return date/time: \_\_\_\_\_

Signature of staff: \_\_\_\_\_

Signature of pupil: \_\_\_\_\_

## Mobile Phone Return Form

Date: \_\_\_\_\_

Staff member returning device: \_\_\_\_\_

Signature of staff: \_\_\_\_\_

Signature of pupil/parent: \_\_\_\_\_