MOBILE PHONE POLICY

AREA:	CHURCHWARD SCHOOL
AUDIENCE:	ALL STAKEHOLDERS
REVIEW FREQUENCY:	ANNUALLY
DATE 1st ISSUED:	NEW JULY 2026
LAST REVIEW DATE:	JULY 2026
NEXT REVIEW DATE:	JULY 2027
OWNED & REVIEWED BY:	HEAD OF PROVISION / BRUNEL EDUCATION TEAM
APPROVED BY:	CHAIR OF BAT BOARD OF TRUSTEES
LAST APPROVAL DATE:	20 JULY 2026

Brunel Academies Trust (BAT) is a company limited by guarantee with registration number 10074054 and registered offices at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN; BAT is the parent company and Sole Corporate Member of the subsidiary company, Brunel Education (BE) is a charitable company limited by guarantee with registration number 11991915, registered with the Charities Commission of England Wales (Charity Number 1214820) and with registered offices at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN

Tier 1 policies are centrally held policies relating to Education, Governance, People Services, Finance, ICT and Operations and are the direct responsibility of BAT. Tier 1 policies are created by the BAT Central Services Team but adopted and reviewed by the BAT Board.

We are committed to a sustainable future and to improving the social, economic, and environmental well-being of the community. We are dedicated to environmental improvements that foster a sustainable future and lead to social and economical improvements in the communities we operate within.

Amendments to policy		
Date	**Section**	**Amendment**
21/07/26	4.1, 5, 5.1	Addition of 'Wearable Technology' following Trustee feedback.

Contents

1. Introduction and aims 3
2. Relevant guidance 3
3. Roles and responsibilities 3
3.1 Staff 3
4. Use of mobile phones and wearable technology by staff 3
4.1 Personal mobile phones 3
4.2 Data protection 4
4.3 Safeguarding 4
4.4 Using personal mobiles for work purposes 4
4.5 Work phones 4
4.6 Sanctions 5
5. Use of mobile phones and wearable technology by pupils 5
5.1 Use of smartwatches and wearable technology by pupils 5
5.3 Sanctions 6
6. Use of mobile phones by parents/carers, volunteers and visitors 7
7. Loss, theft or damage 7
8. Monitoring and review 8
9. Links with other Policies 8
Appendix 1: Code of coduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances 10
Appendix 2: Permission form allowing a pupil to bring their phone to school 11

1. Introduction and aims

At Churchward School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers

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
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory 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 responsible for consistently 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 headteacher is responsible for monitoring the policy every year, reviewing it, 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 and wearable technology 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, while children are present throughout the school day. 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).

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 01793 209198 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 Bard).

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.

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.

4.4 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 are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency 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.
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work phones

Staff who are issued with a school mobile phone as part of their role must use the device in accordance with the Brunel Academies Trust Mobile Device Policy.

Work phones are provided for business purposes and remain the property of Brunel Academies Trust. Staff must:

- Use the device professionally and in accordance with safeguarding, data protection and acceptable use requirements.
- Ensure the device is secured using passwords, PINs or other security measures provided.
- Report loss, theft or damage immediately to the Headteacher and Trust ICT team.
- Not permit pupils, family members or other unauthorised individuals to use the device.
- Use school-issued equipment when photographs, recordings or communication relating to pupils are required.

Any misuse of a work phone may result in disciplinary action and/or withdrawal of the device.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

5. Use of mobile phones and wearable technology by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

The school aims to provide a calm, safe and focused learning environment that is free from the distractions associated with mobile phones and other smart devices. Pupils are not required to bring mobile phones to school.

Where a pupil brings a mobile phone to school for safety or travel purposes, the device must be switched off on arrival and handed to their tutor/class teacher for safekeeping. Mobile phones will be securely stored in a designated locked location throughout the school day and returned to pupils at the end of the school day.

Mobile phones must not be used, seen or heard anywhere on the school site during the school day, including before registration, during lessons, breaktimes, lunchtimes and movement between lessons. Smart watches and other devices with communication, messaging, internet access, photographic or recording capabilities will be subject to the same expectations.

Where a pupil fails to comply with these expectations, the device may be confiscated in accordance with the school's Behaviour Policy. Following a breach of the policy, pupils may be required to hand their phone to a member of the Senior Leadership Team on arrival at school for a specified period. Repeated breaches may result in parental contact and further sanctions where appropriate.

Parents and carers who need to contact their child during the school day should do so via the school office. Similarly, pupils who need to communicate with parents or carers during the school day should seek support from a member of staff.

5.1 Use of smartwatches and wearable technology by pupils

The DfE's non-statutory mobile phone 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 smart watches have wellness and health-related features.

Smartwatches and wearable technology that can send messages, make calls, access the internet, take photographs or make recordings are treated in the same way as mobile phones.

Pupils may wear a basic watch for timekeeping purposes. Smartwatches with communication or recording capabilities must be switched off and handed in alongside mobile phones at the start of the school day if brought to school.

Any smartwatch seen, heard or used during the school day may be confiscated in line with the school's Behaviour Policy.

5.2 Exceptions for special circumstances and for sixth-form pupils

The school may permit a pupil to bring a mobile phone or specialist smart device where this is required for medical, safeguarding, communication or transport reasons. Requests should be made to the Headteacher.

Permission will be considered on an individual basis and may form part of a pupil's support plan, medical plan or risk assessment.

Any pupils who are given permission must then adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

Sixth-form pupils are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones out of sight of younger pupils and during breaktimes, lunchtimes and personal study periods. Mobile phones must not be used during lessons unless permission has been given by the teacher for a specific educational purpose.

Students must use their devices responsibly and in a manner that does not disrupt learning, compromise safeguarding, or conflict with the school's behaviour expectations. Misuse of mobile phones will result in sanctions in line with the Behaviour Policy.

5.3 Sanctions

Where a pupil breaches this policy, staff may confiscate the device. The device will be handed to a member of the Senior Leadership Team and stored securely.

For a first breach, the device will normally be returned at the end of the school day.

Repeated breaches may result in:

- Parent/carer contact.
- Requirement to hand the device in on arrival each day.
- Behaviour sanctions in line with the school's Behaviour Policy.
- Withdrawal of permission to bring a device onto the school site.

In cases where there are safeguarding concerns, staff may search, screen or confiscate devices in accordance with Department for Education guidance and the school's safeguarding procedures.

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, 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 Part 1 of Keeping Children Safe in Education

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/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, or when working with pupils

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.

Visitors, volunteers and contractors will be informed of the school's expectations regarding mobile phone use on arrival and when signing in at reception. Visitors may be asked to store phones away when working directly with pupils.

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

- Use their phone to contact 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

Mobile phones handed in by pupils will be placed in an individually named zip wallet and stored in a secure locked cabinet or designated secure location throughout the school day. Staff receiving the device are responsible for ensuring it is stored appropriately and returned to the correct pupil at the end of the school day.

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.

The school will ensure that pupils, parents/carers, staff and visitors are aware of this disclaimer through a range of communication methods.

- A notice outlining the school's approach to mobile phones and liability for loss, theft or damage will be displayed in the main school office.
- Visitors will also be required to acknowledge a disclaimer relating to personal mobile devices when signing in through the school's visitor management system.
- This policy will be shared with all new staff as part of their induction and will be made available to existing staff through the school's policy procedures.
- Where permission is granted for a pupil to bring a mobile phone to school, parents/carers will be informed of the school's expectations and disclaimer through the relevant agreement or permission process.

Confiscated mobile phones will be placed in a named zip wallet and stored in the main school office in a secure locked cabinet. Responsibility for the safekeeping of confiscated devices rests with the school from the point of confiscation until the device is returned to the pupil or collected by a parent/carer, as appropriate. The school will take all reasonable steps to safeguard confiscated devices; however, liability will be limited to circumstances where loss, theft or damage results from negligence on the part of the school.

Lost phones should be returned to a member of the school admin team. 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, the school will consider:

- 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

Any concerns regarding the implementation of this policy should be raised with the Headteacher. The policy will be reviewed annually by the Headteacher and the Brunel Education Team.

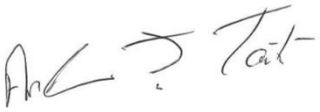
9. Links with other Policies

This policy is linked to our:

- Behaviour policy
- SEND policy
- SEN information report

This policy is adopted by the BAT Board of Trustees and will be reviewed every year or earlier if change to legislation.

Signed: CEO

Signed:  Chairman of BAT Board of Trustees

Date: 20th July 2026

This policy is adopted by Churchward School (part of the Brunel Academies Trust) **and will be reviewed every year or earlier if change to legislation.**

Signed: G Bailey Headteacher

Signed: Chief Education Director

Date: 17th September 2026

Appendix 1: Code of coduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

[Code of conduct/acceptable use agreement]

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the 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 without their consent.
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. 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 criminal. 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.

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 [pupil name] to bring [their] mobile phone to school because they:

- 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

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its [code of conduct/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:	