DDAT

Derby Diocesan Academy Trust

Mobile Phone Policy

May 2026

Approved by Trust Board on: 10th July 2026

Review date: May 2027

Contents

1. Introduction and aims 2
2. Relevant guidance 3
3. Roles and responsibilities 3
4. Use of mobile phones by staff 4
5. Use of mobile phones by pupils 5
6. Use of mobile phones by parents/carers, volunteers and visitors 6
7. Loss, theft or damage 7
    7.1 AirTags/Location Trackers 9
8. Monitoring and review 7
9. Appendix 1: Permission form allowing a pupil to bring their phone to school 9
10. Appendix 2: Template mobile phone information slip for visitors 10

1. Introduction and aims

At Griffe Field Primary 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
- Support the school's other policies, especially those related to child protection 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
- 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, reviewing it annually 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.

3.2 LTC members

The LTC is responsible for monitoring the policy, reviewing it annually and holding staff and pupils accountable for its implementation.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including the central team, volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present / during contact time. 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
- A medical emergency involving a child eg. Benedict's Law

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 01332 515718 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).

For additional information refer to the data protection policy and ICT acceptable use policy.

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:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits (See the Trust Educational Visits Policy for further information.)

If staff do need to use their personal phone during a trip or residential to contact a parent/carer, 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 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 pupils

Pupils should not bring their mobile phones to school. Pupil use of mobile phones is not permitted during the school day.

Pupil mobile phones are:

- Banned from the school premises
- If a phone is bought to school, it will be confiscated by a member of staff and will need to be collected by a parent/carer.

Exceptions to this will be made to support pupils with diagnosed medical conditions.

5.1 Use of smartwatches 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.

Pupil smartwatches are:

- Banned from the school premises
- If a smartwatch is brought to school it will be confiscated by a member of staff and will need to be collected by a parent/carer.

5.2 Exceptions for special circumstances

- Pupils with diabetes who use their phones to monitor their blood sugar

5.3 Sanctions

Mobile phones, smartwatches and any other electronic equipment brought into school will be confiscated by a member of staff. Parents/carers will be contacted and will have to collect the devise. The devise will be held in the main school office until it is collected. The school accepts no responsibility for mobile phones, smartwatches etc held in the school office as they are not allowed.

Staff have the power to search pupil bags/coats and phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance also allows staff to

search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

If inappropriate material is found or suspected swift action will be taken, the Trust will be contacted. In addition, other professionals including (but not limited to) Social Care and the police will be contacted. The school behaviour policy will also be applied, this could include suspension and or exclusion.

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 the central team, LTC members 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 (including school trips)

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.

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 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.

7. Loss, theft or damage

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, as they are not allowed.

7.1 AirTags/Location Trackers

What are location trackers?

AirTags are small, remote tracking devices which are often used to keep track of the location of luggage and personal items such as keys and wallets. Some other devices, such as watches and smartphones, may also offer this functionality.

Although often not designed for this purpose, tracking devices are sometimes used by parents and carers to track their child's location.

Our policy on the use of trackers

We understand that location trackers such as AirTags can provide reassurance to parents and carers, particularly those whose children travel a long distance to and from school or who are going on a school trip.

However, we're concerned about:

- **Unauthorised tracking:** where a pupil is tracked without their knowledge, or by a person who has no legal access to them. Trackers can also indicate the location of anyone travelling with the pupil who has not consented to be tracked in this way
- **Additional functions:** alarms, two-way communication, remote listening capability and other functions that some trackers provide can be disruptive and raise data protection and legal concerns
- **Increasing anxiety:** disruptions to expected location data – due to unavoidable changes of route or plan (e.g. on a school trip), or to device loss or malfunction – can cause anxiety to both parents/carers and to pupils and staff who are aware of potential parent/carer worry

For these reasons we have decided **not** to allow location tracking devices on school grounds, on school trips or at off-site events.

If we do find that a pupil is carrying or using a tracking device, we will confiscate it until the end of the school day, trip or residential.

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 take into account:

- 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

9. Appendix 1: 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:

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

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use policy.

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:	

11. Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you should exit the premise via the main entrance.
- Do not take photos or recordings of pupils (including your own child), or staff
- Do not use your phone in lessons, or when working with pupils

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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