



Mobile Phone Policy

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Holder:	Executive Headteacher
Committee Responsible:	FGB
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Grange Park has a clear vision to be a distinctive education provider for pupils with Autism Spectrum Condition (ASC).

Grange Park School recognises that many pupils bring mobile phones to school to support safety, communication with families, and emotional regulation during transport arrangements, including taxi journeys. However, mobile phones and similar devices present risks within the school environment, including distraction from learning and safeguarding concerns. This policy sets out clear expectations for pupils, staff, parents, carers, visitors and volunteers.

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1. Introduction and aims

At Grange Park 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.

Key Principles:

- 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) 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.

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 by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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. 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).

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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 01732 882111 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, Co-Pilot and Google Bard).

Data protection is the schools GDPR 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

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 or via a school mobile phone.

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

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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 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.

Pupils may bring mobile phones to school to support safety and regulation during journeys to and from school

Upon arrival at school in Form time

- Pupils hand in their mobile phones to staff in the bags and trays provided
- A member of staff will bring them to the office and place in the cupboard

- As part of developing independence:
 - Pupils may take their phone when walking independently to the local shop at lunchtime
 - On return to school, phones must be handed directly to the school office

Failure to do so will be treated as a breach of this policy.

School Trips and Visits - Mobile phone use on trips and visits will be:

- Discussed with pupils in advance
- Determined by the nature of the trip and risk assessment
- Permission is not automatic.

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.

Smartwatches are permitted around school

5.2 Exceptions

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the designated safeguarding lead

- Pupils travelling to school by themselves
- Young carers who need to be contactable
- Pupils with diabetes who use their phones to monitor their blood sugar

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Any pupils who are given permission must then adhere to the school's code of conduct / acceptable use agreement

5.3 Confiscation of Mobile Phones and Sanctions for Breaches

In line with sections 91 and 94 of the Education and Inspections Act 2006, the school has the legal power to confiscate mobile phones and other electronic devices from pupils where their use breaches this policy or the wider behaviour policy.

Confiscation and Collection

- If a pupil is found using a mobile phone in breach of this policy, the device may be confiscated by a member of staff.
- Confiscated phones will be securely stored and may be collected by the pupil at the end of the school day, unless otherwise determined by the Headteacher or a senior member of staff.
- Where misuse of a mobile phone is persistent, repeated, or shows a disregard for school rules, the school may require the phone to be collected by a parent or carer.
- The length of time a phone is confiscated will be reasonable and proportionate, taking into account the nature and frequency of the breach, in line with DfE guidance on mobile phones in schools.

Escalation and Persistent Issues

Repeated breaches may result in:

- Extended confiscation periods
- Parental meetings
- Further sanctions in line with the school's behaviour policy
- Restrictions on bringing a mobile phone onto school premises

Safeguarding Concerns and Searching Devices

Staff have the power to search a pupil's mobile phone where there is good reason to do so, in accordance with DfE guidance on searching, screening and confiscation. This may include situations where there is reason to believe the phone:

- Contains pornographic or inappropriate images
- Has been used to bully, harass, threaten, or cause harm to another person
- Has been used to commit, or facilitate, a criminal offence

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If inappropriate content is discovered, staff will take immediate steps to safeguard pupils. This may include:

- Securing the device
- Informing the Designated Safeguarding Lead
- Following procedures set out in *Keeping Children Safe in Education*
- Contacting parents/carers and, where appropriate, external agencies

Safeguarding Breaches and Serious Incidents

Breaches involving safeguarding concerns will result in the appropriate safeguarding and behaviour policies being followed. Certain behaviours are considered extremely serious and may also be treated as criminal conduct. These include, but are not limited to:

- Sexting (consensual or non-consensual sharing of nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, messages, emails, or social media posts, including those motivated by ethnicity, religion, sexual orientation, or other protected characteristics

In such cases, the school may involve the police or other relevant agencies.

Proportionality and Individual Circumstances

In all cases, sanctions will be reasonable and proportionate. The school will consider:

- The age and maturity of the pupil
- Any relevant special circumstances, including SEND, disability, or religious considerations
- Whether the behaviour indicates the pupil may be suffering, or at risk of, harm

Where there is a concern that a pupil may be at risk, staff will follow the schools safeguarding procedures.

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

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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 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

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.

Confiscated phones will be stored in the school office in the cupboard or locked in a SLT office.

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. This includes confiscated phones.

Lost phones should be returned to the school office. 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 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

Governors will ratify the policy inline with ratification dates. If there are any concerns regarding this policy, these should be brought to the attention of [SLT] in a timely manner

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9. Appendix 1: 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 may go to Reception area
- Do not take photos or recordings of pupils (unless it is 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.

EQUAL OPPORTUNITIES STATEMENT

Grange Park School is committed to the positive promotion of equal opportunities for all.

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