



Mobile Phone Policy
April 2026

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1. Introduction and aims

At Westgate Academy, 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 including smart/watch/pod phonic technology.

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 Head teacher 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.

3.2 Governors: Local Committee

The Local Committee will review the policy annually.

4. Use of mobile phones by staff – as outlined in the Trust’s Staff Code of Conduct.

Staff will not use personal mobile phones for personal or work-related use, in school hours or in front of pupils unless in circumstances such as in a safeguarding or emergency incident. Phones should not be used in any area by staff where use may be visible by students. Use is permitted in areas of the school site that are not accessible (and use is not visible) to students such as private work areas and staff rooms.

On school visits and trips, including residential visits, staff should use their school provided mobile phone to communicate with their school and parents if needed.

Staff will also not use personal mobile phones or cameras to take pictures of pupils. Staff will not use mobile phones, tablets or other devices to make audio recordings of pupils or staff.

Staff will not use laptops or school equipment for personal use, in school hours or in front of pupils.

We have the right to monitor emails and internet use on the school IT system as detailed within the Trust’s ICT Acceptable Use Policy.

Smart watches can be worn by staff but must be in 'airplane mode'.

4.1 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:

- Only use 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 Trust's Staff Disciplinary Policy and Procedure for more information.

5. Use of mobile phones by pupils

Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.

Safe and appropriate use of mobile and smart technology will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection, online safety and relevant specific curriculum policies.

Westgate Academy will allow children to bring a personal device or mobile phone in extenuating circumstances only, after discussion with the Headteacher, for safety reasons when children/young people are transporting to and from school. In this case, devices should be turned off and handed the class teacher in the morning where the device will be kept secure. They can then be collected at the end of day.

Sanctions

If a pupil is in breach of this policy, then their mobile phone will be confiscated under [sections 91 and 94](#) of the Education and Inspections Act 2006 and their parent will be contacted to explain why the device was taken.

Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you 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).

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 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.

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.

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 bringing mobile phones to school must ensure that the phones are appropriately labelled.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school.

Confiscated phones will be stored in the head teacher's office in a locked cabinet.

Lost phones should be returned to 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.

9. Wording for Arbor parental consent

The school has agreed to allow pupil's to bring their mobile phone to school because they:

- Travel to and from school alone or
- Need the phone to support their medical needs.

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

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

10. Parents/carers, visitors and volunteers: rules for mobile phone use provided when signing in

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

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 a staff-only location.

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.