

Mobile phone policy

Brooklands



Prepared Respectful and Safe

Approved by:	Full Governing Body	Date: 01/09/2026
Person Responsible:	Headteacher	
Last reviewed on:		
Next review due by:	01/09/2028	

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1. Introduction and aims

At Brooklands our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide 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
 - Risk of theft, loss or damage
 - Appropriate use of technology for learning purposes
 - Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 and reviewing it every 2 years, 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 by staff

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

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 during the school day, while pupils are present. 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 01756 794028 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 Gemini).

More information and detailed guidance on data protection can be found on the school's 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 by 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.

Where classroom applications or programmes require the use of a staff member's mobile phone, such as E4L, ClassDojo, or accessing school email, staff may use their personal device for these purposes. Staff must ensure that multi-factor authentication (MFA) is enabled, their device is password-protected and secure at all times, and that access to school systems is protected from unauthorised use. Mobile phones must not be used to upload photographs or videos of pupils in these apps. Personal mobile phones should only be used

to access approved school systems when pupils are not present, unless their use is required as part of an authorised teaching or school activity.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils 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

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:

- Only use school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Make sure that all communication and 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 school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

Mobile phones brought into school must be handed to staff on arrival. Phones will be securely stored and returned to pupils at the end of the school day. The school accepts no responsibility for loss or damage to mobile phones brought onto the premises.

An exception may be made for pupils travelling by bus to and from activities outside the local area. In these circumstances, mobile phones may be used solely for listening to music while travelling. No other applications, functions, internet access, social media, messaging, photography, video recording, gaming, or telephone calls should be used unless authorised by a member of staff.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

The DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its 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 smartwatches have wellness and health-related features.

In line with the school's approach to mobile phones, smartwatches are not permitted for use during the school day. Pupils who bring a smartwatch to school must hand it to staff on arrival, alongside any mobile phone. Smartwatches will be securely stored and returned at the end of the school day.

Where a pupil is permitted to use a mobile phone while travelling by bus to and from activities outside the local area, the same arrangements apply to smartwatches. Any use must be limited to listening to music only. Messaging, calls, internet access, social media, photography, video recording, gaming, and any other functions are not permitted unless authorised by a member of staff.

5.2 Exceptions for special circumstances and for sixth-form pupils

The school may permit pupils to use a mobile phone in school due to exceptional circumstances or if they are members of the sixth form.

In cases where permission is requested due to exceptional circumstances, authorisation will only be granted where there is a documented safeguarding, medical, or welfare need. Requests should be made through the Headteacher or designated safeguarding lead (DSL). Any pupil granted permission must adhere to the school's Acceptable Use Agreement and all relevant safeguarding requirements.

Students in Post 16 are permitted to bring mobile phones into school and may, on occasion, use them under the supervision of staff. In recognition of their increasing independence and preparation for adulthood, mobile phones may be used for specific educational purposes when directed by a member of staff.

Mobile phones are not routinely used as part of the school day, and students are expected not to use them for the majority of their time in school. Where mobile phones are used, this will typically be within PSHE, life skills, travel training, or other teacher-led sessions designed to develop responsible and safe use of technology. Any use of a mobile phone must be appropriate, supervised, and in line with the school's expectations for behaviour, safeguarding, and online safety. All pupils must adhere to the school's Acceptable Use Agreement.

Under no circumstances may sixth-form pupils use a mobile phone or smart device to take photographs, audio recordings, or video recordings of other pupils, staff, visitors, or school activities without the explicit permission

of a member of staff. The sharing, uploading, or distribution of images, videos, or recordings relating to members of the school community is strictly prohibited.

Any misuse of a mobile phone or smart device by a sixth-form pupil will result in sanctions being applied.

5.3 Sanctions

The school expects all pupils to follow this Mobile Phone Policy at all times. Where a pupil breaches the policy, staff will respond in a manner that is reasonable, proportionate, and appropriate to the pupil's age, understanding, SEND needs, and individual circumstances.

The school recognises that pupils may require additional support to understand and follow expectations. Staff will take account of a pupil's communication needs, learning needs, sensory needs, and any relevant behaviour support plans when determining an appropriate response.

Where a pupil is found using a mobile phone without permission, the following actions may be taken:

- A verbal reminder of the school's expectations.
- The phone being confiscated and securely stored until the end of the school day.
- Contact with parents/carers to discuss the breach.
- Temporary or permanent withdrawal of permission to bring a mobile phone into school.
- Use of behaviour sanctions in line with the school's Behaviour Policy.
- Additional education or support regarding online safety, digital behaviour, and responsible use of technology.

Mobile phones confiscated from pupils will be taken to the school office or another secure location. The school reserves the right to require a parent/carer to collect the device in cases of repeated breaches, serious misuse, or where this is considered appropriate by the Headteacher.

Repeated breaches of this policy may result in escalating sanctions and increased parental involvement.

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:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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 and carers are encouraged to reinforce and discuss this policy at home, including the risks associated with mobile phone use and the benefits of maintaining a mobile phone-free learning environment.

Parents/carers, visitors and volunteers (including governors, agency staff, students, contractors and other professionals working with the school) must adhere to the expectations set out in this policy whenever they are on the school site or engaged in school activities.

This means:

- Not taking photographs, videos or audio recordings of pupils, unless specifically authorised by the school or it is a public event where photography has been permitted.
- Only taking photographs or recordings of their own child where permission has been granted by the school.
- Not sharing images or recordings of pupils, staff or school activities on social media, websites, messaging services or any other online platform without the school's permission and the appropriate consent.
- Not using mobile phones while children are present in school, except where authorised by a member of staff.
- Ensuring personal devices are kept secure and do not compromise the privacy, dignity or safety of pupils.

All visitors will be informed of the school's expectations regarding mobile phone use when signing in at reception.

Parents/carers and visitors attending assemblies, performances, sports days or other school events must follow any instructions provided by school staff regarding photography and recording. The school reserves the right to restrict photography and recording at any event.

7. Loss, theft or damage

Pupils bringing mobile phones to school must make sure that their phones are appropriately labelled, ready to be stored away securely when not in use during 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 or from school.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises, on school transport, during educational visits or residential trips, or while pupils are travelling to or from school.

To ensure that pupils and parents/carers are aware of this disclaimer, the school will:

- Make the Mobile Phone Policy available to parents/carers via the school website.
- Provide information to new pupils and parents/carers during the admissions process.
- Include reminders in parent communications, pupil induction materials, and where appropriate within home-school agreements.
- Display notices within reception and other appropriate areas of the school.

Where mobile phones are collected from pupils on arrival, devices will be stored securely in a designated location until the end of the school day.

Any mobile phone confiscated as a result of a breach of this policy will be stored securely in the school office in a locked cabinet or other secure storage facility.

The Headteacher may determine that a parent/carers must collect a confiscated device in cases of repeated breaches, serious misuse, or safeguarding concerns.

Pupils bring mobile phones onto the school site at their own risk. The school strongly recommends that valuable devices are not brought into school unless there is a genuine need to do so.

Lost mobile phones should be handed to the school office immediately. The school will make reasonable efforts to identify the owner and arrange for the device to be returned. Any pupil who finds a mobile phone must give it to a member of staff straight away and must not attempt to access the device or its contents.

8. Monitoring and review

The school is committed to making sure 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 DfE, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of Darren Barham Headteacher in a timely manner.

9. Appendix 1: Brooklands School Mobile Phone Acceptable Use for Post 16

Dear Students, Parents and Carers,

Brooklands School Mobile Phone Acceptable Use for Post 16

In Brooklands School we realise that some of our older students have mobile phones. If you do have a mobile phone and you bring this to school these are the rules you have to follow

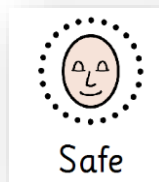
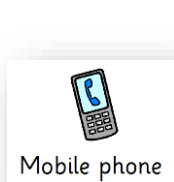
- 1) There has to be an agreement between the student, parents/carers and school. This is on the following page and has to be signed by everyone
- 2) Phones must be kept in your bag or the safe in your classroom. Your phone is your responsibility not school's.
- 3) You must not play games on your phone
- 4) You must not take photos on your phone (North Yorkshire do not allow this for anyone in school)
- 5) You must not message or make phone calls during the school day – this includes break times). If it is an emergency speak to staff.
- 6) You can use your phone for music during specific free time if you have signed and returned the agreement when given permission from the teacher.

If your son or daughter brings a mobile phone or music device to school we do need you and your son / daughter to sign and return the Agreement on the following page. If you have any questions about this please get in touch.

Best Wishes

Brooklands School Mobile Phone Acceptable Use for Post 16

In Brooklands School we realise that some of our older students have mobile phones. If you do have a mobile phone and you bring this to school these are the rules you have to follow



- 1) There has to be an agreement between the student, parents/carers and school. This has to be signed by everyone (see below)
- 2) Phones must be kept in your bag or the safe in your classroom. Your phone is your responsibility not school's.
- 3) You must not play games on your phone
- 4) You must not take photos on your phone (North Yorkshire do not allow this for anyone in school)
- 5) You must not text or make phone calls during the school day – this includes break times). If it is an emergency speak to staff.
- 6) You can use your phone for music during specific free time if you have signed and returned the agreement.

For pupils who need additional support, we will help you/them manage the rules.

I agree to follow the mobile phone policy:

Parent / Carer: _____ Signed: _____ Date: _____

Class Teacher: _____ Signed: _____ Date: _____

Mobile device covered: _____

Please return this form to your class teacher. You may keep a copy if you want to.

11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- 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, please go off the premises or a free meeting space.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

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.