

Mobile Phone Policy

Links to other Policies, please see:
[Health and Safety Policy](#)
[Safeguarding Policy](#)

Policy Information		
Policy Author: Anna Hulme Governing Board approval date/date policy is in effect from: December 2022		
Latest Review information:	Summary of amendments	Date of next review:
Date: June 2026 Name of reviewer/s: Amy Clewlow	Updated format and content with new guidance from the DFE	June 2027

DSL: Amy Clewlow
DDSL: Samatha Holford

Mobile Phone Policy

1. Policy Statement

Intuition School is committed to providing a safe, secure and positive learning environment where pupils can thrive academically, socially and emotionally.

The school recognises that mobile phones and smart devices are now a common part of everyday life. Whilst these devices can offer educational and communication benefits, they also present significant safeguarding, wellbeing, behavioural, privacy and data protection risks if not managed appropriately.

This policy establishes clear expectations regarding the possession and use of mobile phones and smart devices by pupils, staff, parents, visitors, volunteers and contractors.

Intuition School operates a mobile phone free environment for pupils during the school day. The school expects all members of the school community to support this approach.

Online safety forms a fundamental part of the school's safeguarding responsibilities. Mobile phone misuse may be addressed under both this policy and the school's Safeguarding and Child Protection Policy.

2. Aims

The aims of this policy are to:

- Safeguard children and young people.
- Promote a calm and focused learning environment.
- Minimise disruption to teaching and learning.
- Protect personal information and privacy.
- Promote responsible digital citizenship.
- Reduce opportunities for bullying, harassment and inappropriate online behaviour.
- Ensure compliance with current safeguarding and data protection legislation.
- Provide clear procedures for managing breaches of the policy.

3. Legal Framework

This policy has been developed with regard to:

- Keeping Children Safe in Education (KCSIE) 2025
- Working Together to Safeguard Children
- Department for Education: Mobile phones in schools (Statutory Guidance, updated June 2026)
- Behaviour in Schools
- Searching, Screening and Confiscation
- Education Act 1996
- Education and Inspections Act 2006
- Data Protection Act 2018
- UK GDPR

- Human Rights Act 1998
- Online Safety Act 2023
- Equality Act 2010
- UK Council for Internet Safety (UKCIS) guidance on sharing nude and semi-nude images

4. Scope

This policy applies to:

- Pupils
- Staff
- Agency staff
- Volunteers
- Governors
- Contractors
- Visitors
- Parents and carers

It applies:

- On school premises
- During educational visits
- Residential trips
- School transport
- Any activity undertaken on behalf of the school

5. Definitions

For the purposes of this policy, a mobile phone or smart device includes:

- Mobile phones
- Smartphones
- Smart watches
- Tablets with communication capability
- Devices capable of internet access
- Devices capable of taking photographs
- Devices capable of recording audio or video
- Wearable communication devices

Where the term "mobile phone" is used throughout this policy, it includes all such devices.

This policy also applies to AI enabled wearable devices, smart glasses and any emerging technology capable of recording, transmitting or storing information.

6. Roles and Responsibilities

6.1 Principal

The Principal is responsible for:

- Implementing this policy.
- Ensuring compliance.
- Reviewing the policy annually.
- Managing significant breaches.
- Ensuring staff training and awareness.

6.2 Staff

All staff must:

- Model appropriate use of technology.
- Enforce this policy consistently.
- Report concerns promptly.
- Follow safeguarding and data protection procedures.

6.3 Governors

Governors will:

- Monitor policy implementation.
- Review safeguarding implications.
- Ensure compliance with statutory guidance.

6.4 Pupils

Pupils are expected to:

- Follow the requirements of this policy.
- Hand devices in on arrival.
- Use technology responsibly.

6.5 Parents and Carers

Parents and carers are expected to:

- Support the school's mobile phone free approach.
- Communicate through school systems during the school day.
- Reinforce expectations at home.

7. Staff Use of Mobile Phones and Smart Devices

7.1 Personal Devices

Staff must not use personal mobile phones for personal purposes whilst supervising pupils.

Personal phones may only be used:

- During designated breaks.
- During non-contact time.
- In staff only areas.

Staff must not:

- Send personal messages while supervising pupils.
- Make personal calls in front of pupils.
- Access social media while supervising pupils.
- Use smart watches for personal communications during teaching time.

7.2 Exceptional Circumstances

The Principal may authorise access to personal devices during the school day in exceptional circumstances, including:

- Serious family illness.
- Childcare emergencies.
- Significant welfare concerns.

Where possible, urgent communications should be routed through the school office.

7.3 Data Protection

Staff must not use personal devices to:

- Store pupil information.
- Store safeguarding records.
- Record confidential meetings.
- Hold confidential school documents.

Any authorised use of personal devices for school business must comply with:

- UK GDPR
- Data Protection Act 2018
- School Data Protection Policy
- ICT Acceptable Use Policy

All devices used for school business must be password protected.

7.4 Safeguarding

Staff must:

- Maintain professional boundaries.

- Never share personal contact details with pupils.
- Never communicate with pupils through personal social media accounts.
- Avoid connecting with current pupils online.

Staff must not use personal devices to:

- Photograph pupils.
- Record pupils.
- Video pupils.

All school related photographs and recordings must be taken using authorised school equipment.

Any safeguarding concerns arising from technology use must be reported immediately to the Designated Safeguarding Lead (DSL).

The Designated Safeguarding Lead (DSL) is responsible for overseeing any safeguarding concerns arising from mobile phone or smart device use, including online safety incidents, cyberbullying, sharing of inappropriate images, and any incidents involving sexual harassment or abuse.

7.5 School Devices

School mobile phones may be used:

- During educational visits.
- During residential visits.
- During emergencies.
- For approved school communication.

Only authorised staff may use school devices.

7.6 Staff Monitoring and Social Media Checks

The school reserves the right to undertake appropriate pre-employment and ongoing checks in line with safeguarding guidance, including publicly available online information, where lawful and proportionate.

7.7 Breaches by Staff

Failure to comply with this policy may result in:

- Informal management action.
- Formal disciplinary procedures.
- Referral to regulatory bodies where appropriate.

8. Pupil Use of Mobile Phones and Smart Devices

8.1 Mobile Phone Free School Environment

Intuition School operates a mobile phone free environment throughout the school day.

Pupils who bring a mobile phone or smart device to school must hand it to staff immediately upon arrival for secure storage.

Devices must remain secured until the pupil leaves the premises at the end of the school day.

8.2 Communication with Home

Parents and carers must contact the school office if they need to communicate with their child during school hours.

Pupils who need to contact home will be supported to do so through school systems.

8.3 Educational Use

Pupils will not normally use personal devices for educational purposes.

Any exception must be approved by the Principal and supervised by staff.

8.4 Exceptions

Reasonable adjustments may be made for pupils who require access to a device because of:

- Medical needs.
- Disability.
- SEND requirements.
- EHCP provision.
- Safeguarding arrangements.

All exceptions must be approved by the Principal and reviewed regularly.

9. Searching, Confiscation and Retention

Where a pupil breaches this policy:

1. The device may be confiscated.
2. The device will be stored securely.
3. Parents/carers will be informed.
4. Behaviour sanctions may be applied.

Authorised school staff may search for and confiscate mobile phones and smart devices in accordance with the Education and Inspections Act 2006 and current Department for Education guidance where there are reasonable grounds to do so.

Where there is reason to believe a device contains evidence of:

- A safeguarding concern.

- Criminal activity.
- Serious bullying.
- Sexual harassment.
- Sharing of nude or semi-nude images.

The school will follow current DfE guidance and safeguarding procedures and may involve external agencies including Children's Social Care or the Police.

Devices will normally be returned directly to parents/carers.

10. Misuse of Mobile Phones and Smart Devices

The following behaviour is prohibited:

- Cyberbullying.
- Harassment.
- Filming without consent.
- Recording without consent.
- Sharing inappropriate content.
- Accessing unsuitable material.
- Using devices to intimidate others.
- Uploading school related content without permission.

The school may impose sanctions even where conduct occurs off-site if it affects:

- School discipline.
- Pupil welfare.
- Staff welfare.
- The reputation of the school.

11. Nude and Semi-Nude Images

Any incident involving the creation, possession or sharing of nude or semi-nude images will be managed in accordance with:

- KCSIE
- UKCIS guidance
- Child Protection procedures

Staff must not view, copy, print or share such images unless specifically advised to do so by safeguarding professionals or police.

All incidents must be reported immediately to the DSL.

12. Parents, Volunteers and Visitors

Visitors must support the school's safeguarding expectations.

They should:

- Keep devices on silent.
- Minimise use where pupils are present.
- Follow instructions given by staff.

Visitors must not:

- Photograph pupils without permission.
- Record pupils or staff without permission.
- Use phones while working directly with pupils.

Parents attending public events may take photographs of their own child unless advised otherwise.

Images must not be shared online where other children may be identifiable without consent.

13. Educational Visits and Residential Trips

Pupil mobile phones will normally remain subject to the same restrictions as within school.

The trip leader may impose additional restrictions where necessary to:

- Protect safeguarding.
- Promote participation.
- Manage risk.

Parents will be informed of trip specific arrangements before departure.

14. Loss, Theft and Damage

All users are responsible for their own devices.

The school accepts no liability for:

- Loss.
- Theft.
- Damage.

This applies to devices brought onto school premises or taken on school activities.

Confiscated devices stored by the school will be secured appropriately.

15. Equality and Accessibility

The school will make reasonable adjustments for pupils and staff with protected characteristics in accordance with the Equality Act 2010.

Any adjustments will be considered on an individual basis.

16. Monitoring and Review

The Principal and Safeguarding Governor will monitor the effectiveness of this policy through:

- Behaviour records.
- Safeguarding records.
- Feedback from staff.
- Feedback from pupils.
- Feedback from parents.

The policy will be reviewed annually or sooner if:

- Legislation changes.
- DfE guidance changes.
- Significant incidents occur.