

BOLD FUTURES



Bold Futures Federation Mobile Phone Policy

Written:

Next Review Planned: September 2028

Signed: _____ (Policy Owner)

Print Name: _____

Review Date: _____

Signed: _____ (Governor Approval)

Print Name: _____

Approval Date: _____

Bold Futures Federation

POLICY CHANGE HISTORY

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1. Introduction and aims

At **Bold Futures Federation** 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, smart watches 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 is [Keeping Children Safe in Education](#).

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 Executive Headteacher is responsible for monitoring the policy and reviewing it every **two** 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.

3.2 Parents/carers

If parents need to contact pupils, this must be done via the school office.

4. Use of mobile phones by staff

4.1 Use of personal mobile phones by staff

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 for personal reasons while children are present.

At Bold Futures Federation, staff are permitted to use their mobile phones during the day for multi-factor authentication.

Personal phones must be switched off or on silent, stored securely in designated cupboards, and not kept on the person.

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 Executive 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, **Wellington: 01252 326573, Marlborough, 01252 323910 and Talavera: 01252 322156** 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).

Detailed guidance on data protection can be found in our 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 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 can access the internet during the school day for work and curriculum uses only.

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
- 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
- Not use their phones to contact parents/carers. If necessary, contact must be made via school landlines

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 are not permitted to bring their mobile phones to school.

In line with current government expectations, our schools operate as a mobile phone-free environment throughout the school day to ensure pupils are safe, focused and able to learn without distraction.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure 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

Pupils are not permitted to wear smart watches in school.

The DfE's [mobile phones 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 smartwatches have wellness and health-related features.

Pupils wearing them will need to remove them and parents will need to collect their child's smart watch from the class teacher at the end of the school day.

5.2 Exceptions for special circumstances

The school may permit pupils to bring a mobile phone to school and hand it to the school office, due to exceptional circumstances. In these exceptional circumstances, the phone must not have internet access but may only be used to make/receive phone calls and/or send/receive SMS messages. In some school documentation, this may be referred to as a "brick phone". Permission will only be granted following a discussion with parents. To request such permission, pupils or parents/carers should contact the Executive Headteacher or Head of School by emailing the appropriate school at adminoffice@wellington.hants.sch.uk, adminoffice@marlborough.hants.sch.uk or office@talaverajunior.co.uk

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

5.3 Sanctions

If a pupil is in breach of this policy, the mobile phone will be confiscated, (schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006). In this instance, parents will be asked to collect a pupil's phone from the school office at the end of the school day.

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

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)
- 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate.

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)
- Up-skirting
- 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 are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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, when working with pupils or while children are present

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. Responsibility - loss, theft or damage

Pupils, who have explicit permission due to exceptional circumstances, bringing mobile phones to school must ensure that their phones are switched off and handed over to the school office on arrival at school for safe keeping throughout the school day.

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.

Parents and pupils must read and understand this policy before permission to bring a mobile phone to school is granted to a pupil.

Pupils must not access or use phones at any point during the school day.

Any phone seen, heard or used will be confiscated and must be collected by a parent/carer at the end of the school day. Taking photos or videos will be treated as a serious safeguarding concern.

Confiscated phones will be stored in the safe in the school office for the duration of the school day and must be collected by a parent/carer at the end of the day.

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

If there are any concerns regarding this policy, these should be brought to the attention of Amanda Webb Executive Headteacher, by emailing adminoffice@wellington.hants.sch.uk, adminoffice@marlborough.hants.sch.uk or office@talaverajunior.co.uk

9. Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

The school may permit pupils to bring a mobile phone to school and hand it to the school office, due to exceptional circumstances. Permission will only be granted following a discussion with parents. To request such permission, pupils or parents/carers should contact the Executive Headteacher or Head of School by emailing the appropriate school at adminoffice@wellington.hants.sch.uk, adminoffice@marlborough.hants.sch.uk or office@talaverajunior.co.uk

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	
Parent/carer (s) signature:	

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone throughout the school day or on the school site at any time.
2. The school cannot be held responsible for the security of pupils' mobile phones at any time.
3. Your phone must be handed into the admin office upon arrival at school.
4. Phones must be switched off (not just put on 'silent').
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
6. You must not share your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's password(s) or access code(s) with anyone else.
8. Use your phone responsibly and respectfully, both in and out of school. Do not use it to bully, harass or upset others, use rude or offensive language, or view or share harmful or inappropriate content. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media

10 . Appendix 2: 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, you may go to the staff room or in an appropriate space away from children if volunteering on a school trip.
- Do not take photos or recordings of pupils 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.