

Trust-Education Group Ltd

Pupil Mobile Phone Policy

Policy Statement

Trust-Education Group Ltd places the highest priority on the safeguarding, wellbeing, and learning of its pupils. We recognise that mobile phones, while common in society, present safeguarding, safeguarding, data protection, and behaviour risks if not managed appropriately in the school environment.

This policy sets clear expectations for the use of mobile phones, ensuring the safety of pupils, staff, contractors, and visitors.

The policy is written in line with:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Education (Independent School Standards) Regulations 2014
- Keeping Children Safe in Education (KCSiE 2025/26)
- Data Protection Act 2018 and UK GDPR
- Ofsted safeguarding requirements

Aims

This policy aims to ensure:

- The safeguarding of pupils by reducing risks from inappropriate online content, bullying, grooming, or exploitation.
- That pupils are protected from disruption to learning caused by mobile phone use.
- That social media and online communication are not used in school.
- That staff retain full attention and authority in the classroom and around school premises.
- That parents and carers understand how pupils can be contacted during the school day.
- That clear and consistent rules are in place, applied fairly to all pupils.

Policy Rules

- Pupils must hand their mobile phone to staff **on arrival at school**.
- All phones will be securely stored during the school day.
- Pupils will not have access to their phone until the end of the school day, unless authorised by senior staff in exceptional circumstances.
- Mobile phones must not be used for social media, calls, texts, photography, or internet access during the school day.
- Smartwatches or similar devices with communication or internet functions are not permitted.
- Any phone brought onto school premises without being handed in will be confiscated and returned only to a parent or carer.

Responsibilities

Governing Body

- Holds ultimate accountability for mobile phone policy and safeguarding compliance.
- Ensures adequate resources are allocated for secure storage and monitoring.

Headteacher

- Overall responsible person for mobile phone policy enforcement.
- Ensures staff, pupils, and parents are informed of the rules.
- Reports to governors on compliance and any breaches.

Designated Safeguarding Lead (DSL)

- Ensures the mobile phone policy aligns with safeguarding and welfare requirements.
- Records and investigates incidents where phones have been used inappropriately.
- Provides guidance to staff on managing risks associated with mobile phone misuse.

All Staff

- Ensure phones are collected at the start of the day and stored securely.
- Report and record any incidents of phone misuse.
- Model professional and responsible use of phones.

Pupils

- Hand in their phones on arrival and comply with the policy.
- Avoid bringing unnecessary electronic devices to school.
- Understand that phones are not to be used during the school day for any reason.

Parents and Carers

- Support the school's mobile phone rules.
- Contact pupils during the school day only through the school office.
- Collect phones if confiscated due to misuse.

Safeguarding Considerations

- Phones will be collected and stored in a secure, locked cabinet in reception or designated office.
- Pupils are not permitted to use phones for recording, photography, or video on school premises.
- Pupils will not access social media while in school.
- All incidents of cyberbullying, sexting, or inappropriate online behaviour will be investigated under the Safeguarding Policy and Behaviour Policy.

Monitoring, Evaluation and Review

- Staff will monitor compliance daily.
- The Headteacher will review mobile phone incidents termly and report to governors.
- Governors will review this policy annually to ensure it remains effective and legally compliant.
- The policy will be updated if legislation, Ofsted standards, or safeguarding guidance changes.

Compliance Statement

This policy demonstrates compliance with:

- The Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- The Education (Independent School Standards) Regulations 2014
- Keeping Children Safe in Education (KCSiE 2025/26)
- Data Protection Act 2018 and UK GDPR
- Ofsted requirements for safeguarding and pupil welfare

Appendix A

Pupil & Parent Mobile Phone Agreement

At Trust-Education Group Ltd, the safety and wellbeing of pupils is our highest priority. To protect pupils from risks such as cyberbullying, distraction, social media misuse, and safeguarding concerns, all pupils must follow the school's Mobile Phone Policy.

This agreement ensures pupils, parents, and the school work together to keep everyone safe.

Pupil Agreement

I understand and agree that:

- I must hand my mobile phone (and any other electronic devices with internet or communication functions) to staff on arrival each morning.
- My phone will be stored securely by staff and returned to me at the end of the school day.
- I am not allowed to use social media, text messaging, calls, photography, or internet access on my phone during the school day.
- If I fail to hand in my phone, or I use it in school without permission, it will be confiscated and returned only to my parent or carer.
- I will never use my phone to bully, harass, film, or take photos of others.
- I understand that breaking these rules may lead to further sanctions under the school Behaviour Policy.

Pupil Name: _____

Pupil Signature: _____

Date: _____

Parent/Carer Agreement

I understand and agree that:

- My child must hand in their phone at the start of the school day and collect it at the end.
- If my child fails to follow the policy, the phone will be confiscated and I may need to collect it from school.
- I will not contact my child directly during the school day and will use the school office for emergencies.

- I support the school in its decision to ban social media, internet access, and phone use during the school day to keep pupils safe.
- I understand that the Mobile Phone Policy forms part of the school's safeguarding and behaviour procedures.

Parent/Carer Name: _____

Signature: _____

Date: _____



School Confirmation

We confirm that this agreement supports the Trust's safeguarding, behaviour, and mobile phone policies. Secure arrangements are in place for the collection, storage, and return of phones each day.

Signed on behalf of the school: _____

Role: _____

Date: _____



Policy Lead	Melissa Wainman Director of Education
Date:	15th September 2025
Policy Review Date:	September 2026
Version:	1
Approval:	Trust-Education Group Board of Governors

