Mobile Phone & Device Policy

DOCUMENT INFORMATION – FRONT SHEET					
Please note – the generic policy will be published on the Trust website with a School specific policy published on the individual School Website. Physically printed copies of this policy may be out of date. For the most up to date policy please go to the School Website.					
POLICY DETAILS					
POLICY OWNER/AUTHOR	**NEW POLICY**		**CURRENT POLICY - REDRAFT/AMENDMENTS**		
Lara Hall – Director of School Improvement	Yes		No		
VERSION HISTORY					
VERSION NO & DATE	N/A				
VERSION DETAIL & CHANGES	1				
PREVIOUS REVIEW DATE	N/A	**NEXT REVIEW**	**August 2026**	**REVIEW CYCLE**	TBC
APPROVAL INFORMATION					
DATE APPROVED/REVIEWED			**APPROVED BY**		
UNION CONSULTATION REQUIRED	No		**IF YES, PLEASE STATE DATE OF CONSULTATION**	N/A	
NAME OF LIFE MAT SCHOOL	**Braunstone Frith Primary Academy**				

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1. Purpose

This policy:

- establishes a **mobile phone-free environment during the school day by default**
- reduces disruption, improves focus, and supports pupil wellbeing and positive behaviour
- supports safeguarding, including reducing risks of bullying, harmful content, filming/sharing, and online incidents
- sets consistent expectations for pupils, staff, and parents across the LiFE Multi-Academy Trust

1.1 Relationship to other policies

- Behaviour Policy
- Searching, Screening and Confiscation procedures (school-level, aligned to DfE searching guidance)
- Child Protection/Safeguarding Policy (KCSiE)
- ICT Acceptable Use / BYOD (mobile phones excluded from BYOD)
- Equality, SEND, Supporting Pupils with Medical Conditions
- Educational Visits / Trips Policy

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2. Scope and definitions

2.1 Devices covered

This policy applies to **mobile phones** and **smart technology with similar functionality**, including (where relevant):

- smartphones and feature phones
- smart watches capable of messaging/notifications/recording
- devices capable of audio/video recording or internet access via networks

2.2 What “school day” means

The **school day** includes:

- lessons, transitions between lessons, breaktimes, lunchtime
- Schools may also apply restrictions to before/after school while pupils are under school supervision.

2.3 What “SLT” means

SLT stands for **Senior Leadership Team**

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3. LiFE MAT minimum standards

All LiFE MAT schools must:

1. Operate as a **mobile phone-free environment by default** during the school day. Any departure is **exceptional and justified**.
2. Ensure pupils **do not have access** to their mobile phone during the school day (how this is achieved is a school decision).
3. Set clear **sanctions**, including when **confiscation** is used, and ensure consistent enforcement.

4. Include mobile phones/smart devices in the list of items that **may be searched for** (within legal powers) and align practice to searching guidance.
5. Build in **reasonable adjustments/adaptations** for pupils who need access because of disability/SEND or medical needs (e.g., diabetes monitoring), with individual plans.
6. Set expectations for **staff conduct** (staff should not use phones for personal reasons in front of pupils during the school day, with defined exceptions).

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4. Local school implementation choices

4.1 School model

Our approach as a school is as follows:

"Hand-in system"
Phones handed to staff at the start of the day and returned at the end.

4.2 Beginning of the school day

On arrival at school pupils must:

- Turn phone off
- smart watches disabled/removed
- Hand in all devices to classroom staff

Devices are stored in locked, staff-only secure cabinets

4.2 End of the school day

- Devices are returned to pupils at dismissal
- Pupils are expected not to turn phones on until they are off school grounds.

4.3 Parent contact arrangements

- single point of contact is the school office
- The school office will relay any messages to the relevant pupil
- urgent contact can be made to the school office

4.5 Trips and outside normal hours

Phones are prohibited on trips

Trip leads will have parent contact numbers for all children in their care.

Any concerns regarding safeguarding will be relayed to the Senior Leadership Team and Designated Safeguarding Lead during the school day. There will always be a DSL, DDSL or member of SLT "on-call" for out of hours trips.

Communications will come through Arbor or phonecall where urgent.

5. Expectations and rules

5.1 Pupils

Pupils must not:

- use phones/smart devices during the school day (including breaks and transitions)
- record audio/video or take photos on site unless explicitly authorised for curriculum purposes
- use devices to contact others during the day

Pupils should be taught:

- risks of phone use (distraction, disruption, bullying) and benefits of phone-free culture

5.2 Staff

- Staff must **consistently enforce** the school's rules
- Staff should not use personal phones **in front of** pupil**s who may be present** during the school day, except where authorised (e.g., school systems for behaviour/rewards, medical emergencies).
- Reasonable adjustments for this could include:
    - The use of authenticators
    - Medical requirements (e.g., diabetes monitoring via phone) where preventing use would be unreasonable
- Staff may wear **smart watches** or similar devices. Brief and discreet interaction with a smartwatch (for example, to check a notification, time, or work-related alert) is permitted where it does not disrupt teaching, supervision, or engagement with pupils. Staff must not use smart watches to send messages, access social media, record audio/video, or otherwise engage in personal communication while supervising pupils unless there is a clear professional or safeguarding reason.

5.3 Parents/carers

- Parents should support the policy and direct daytime contact via the school office
- Parents should understand any exception plans and reinforce expectations at home

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6. Sanctions, confiscation, and returns

6.1 Minimum suggested stepped response (schools can adapt)

1. **First breach:** confiscation until end of day
2. **Repeated breach:** confiscation until parent collection / longer period proportionate to outcome
3. **Persistent refusal/non-compliance:** escalation to SLT; behaviour contract; additional restrictions; consider safeguarding/peer-on-peer issues

DfE guidance notes schools should feel confident to confiscate phones where policy is breached, and that staff are protected from liability for loss/damage when acting lawfully.

6.3 Refusal to hand over

School staff may consider the following if a pupil refuses to hand over their device:

- A safe de-escalation approach as per the schools behaviour policy
- Searching powers may be considered (see section 7)

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

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7. Searching pupils (summary statement)

- Headteachers (or authorised staff) have statutory powers to search where there are reasonable grounds and where items are prohibited by school rules; schools can identify mobile phones as an item that may be searched for within the behaviour policy.
- All searching must follow the school's Searching, Screening and Confiscation procedures aligned to DfE searching guidance.

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8. Reasonable adjustments and exceptions

8.1 Core principle

A phone-free environment is the default, but schools **must** meet legal duties and make **reasonable adjustments**.

8.2 Typical exceptions

- **Medical needs** (e.g., diabetes monitoring via phone) where preventing use would be unreasonable
- **Disability/SEND** where access is necessary to avoid substantial disadvantage (Equality Act)
- Other exceptional circumstances assessed case-by-case (e.g., young carers)

8.3 How exceptions work

Where Parents/Carers or other adults believe their child requires their phone for any of the above, they should contact the school office. If approved the following will be clearly communicated to parent/carer, staff and pupil:

- permitted purpose
- permitted times/locations
- supervision arrangements
- how to minimise wider access/distraction

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9. Safeguarding, online safety, and incidents

- If phone misuse raises concerns that a pupil may be at risk of harm, staff follow safeguarding procedures and involve the DSL.

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10. Implementation, communication, and review

10.1 Implementation expectations

Each school must:

- brief staff and train on consistent enforcement
- educate pupils on rationale and expectations
- publish the policy and communicate it clearly to parents

10.2 Monitoring arrangements

This policy will be reviewed annually by a Director of School Improvement for LiFE Multi-Academy Trust. At every review, it will be approved by the board of trustees.