

Mobile Phone Policy



January
2026

Vision Statement

At Coppice Academy we value all members of our school community, encouraging and inspiring high aspirations for all. We are committed to providing a caring, secure, and vibrant learning environment which develops responsibility, respect, and resilience. Through marking and feedback, we aim to nurture reflective, independent learners who persevere, cooperate, and use feedback as a tool to grow and thrive.

School Aims

- To create an enjoyable and healthy environment where individuals can achieve their potential.
- To provide a broad, balanced and challenging curriculum.
- To sustain a caring and supportive atmosphere in which all individual voices are listened to and valued.
- To encourage respect for others' beliefs, culture and moral values.
- To work as a team to develop responsibility for our actions.
- To encourage initiative and independent learning.
- To nurture a positive partnership between home and school.
- To develop creative and enquiring minds.
- To help pupils to develop skills needed for reflection in their lives and in their learning.
- To foster a sense of belonging to a school and wider community.
- To help pupils make a positive contribution in school life and beyond.

Coppice Values

Co-operation	Independence	Compassion
Respect	Perseverance	Creativity

Contents

1. Introduction and aims	3
2. Relevant guidance	3
3. Roles and responsibilities	4
4. Use of mobile phones by staff.....	4
5. Use of mobile phones by pupils	6
6. Use of mobile phones by parents/carers, volunteers and visitors	7
7. Loss, theft or damage	8
8. Monitoring and review.....	8
9. Appendix 1: Code Acceptable Use agreement for pupils allowed to bring their phones to school due to exceptional circumstances.....	9
10. Appendix 2: Permission form allowing a pupil to bring their phone to school.....	10
11. Appendix 3: Template mobile phone information slip for visitors	11

1. Introduction and aims

At Coppice Academy we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school safeguarding, child protection and Behaviour and Relationships Policies
- 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
- Potential for learning disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [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 responsible for consistently enforcing this policy.

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 annually, reviewing it, 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 Governors

This policy will be reviewed annually at the Behaviour, Safeguarding, Inclusion and Intervention committee meeting each year.

There is a named Governor for safeguarding, Sara Bremner who will review the implementation of the policy with SLT during safeguarding governor visits.

4. Use of mobile phones by staff

The DfE's statutory guidance on mobile phones says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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, while children 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 is 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 Associate 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 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 Bard). Detailed guidance

on data protection can be found in the Data Protection/GDPR policy [Arden Multi Academy Trust - AMAT Policies–Data Protection/GDPR](#)).

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. Details of this can be found in our Online Safety policy.

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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school devices.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- 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

The Associate Headteacher is provided with a mobile phone by Arden Multi Academy Trust 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 phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or 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 in line with Arden Multi Academy Trust Disciplinary policy.

5. Use of mobile phones by pupils

The DfE mobile phone guidance states that mobile phones should not be used by pupils during the school day.

- Staff collect pupils mobile phone upon the pupils arrival to school
- Exception is made for pupils who use the school mobile phone to monitor their diabetes via an app. This phone has no access to social media or any other apps. Only parents of the child, school and Arden Multi Academy Trust have access to this number

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone 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 smart watches have wellness and health-related features.

- Smartphones are not permitted in school by pupils.
- Smartwatches are more fragile than mobile phones therefore when confiscated they are placed in the school safe.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the Associate Headteacher

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

5.3 Sanctions

- If mobile phones is seen in school it will be confiscated in line with [sections 91 and 94](#) of the Education and Inspections Act 2006)
- The Associate Headteacher will confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#))
- Sanctions will be in line with the Relationships and Behaviour policy
- Staff do have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if there is a good reason to do so. This would be conducted by the police.

- If staff, pupils and parents/carers find inappropriate content on a phone, or if they suspect inappropriate behaviour they should report it immediately to the Associate Headteacher and/or Deputy Headteacher

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, disability)
- 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 Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously when reported by parents 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

6. Use of mobile phones by parents/carers, volunteers and visitors

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, or when working with pupils

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. A summary of the school mobile phone policy is provided in the school reception and given to visitors via the office staff.

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.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. Loss, theft or damage

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 and from school.

Information about this is located in the following ways:

- Put signs up in the school entrance or office
- Include disclaimers in your permission forms for bringing a phone to school
- Provide a copy of your policy and disclaimer to new pupils and parents/carers in the school Welcome Pack

Confiscated phones will be stored in the school office in a locked cupboard.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

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 such as Smartphone Free Childhood.

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

The policy will be reviewed by the Governing Board annually.

9. Appendix 1: For pupils who may use the school phone in school due to *exceptional circumstances*

Acceptable Use Agreement

You must obey the following rules if you use the school mobile phone in school:

1. You may use the school mobile phone during lessons to monitor medical levels e.g insulin in the case of diabetes, heart rate in the case of a heart condition, under the supervision of the teacher/teaching assistant.
2. A phone for the use of medical management may signal an alarm'.
3. You may not use the school mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share the phone's password(s) or access code(s) with anyone else.
7. Don't use the school mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Do not use the phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you are not in school.
10. You must comply with a request by a member of staff to switch off, or hand over the school phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

Dear Parents & Carers

The school policy for mobile phones only allows pupils to bring one into school in EXCEPTIONAL circumstances and with the Headteacher's agreement. It can be left in the office during the day, although the school takes no responsibility for the phone while it is on the premises.

If you wish to send a mobile phone to school with your child, please complete the slip below giving your reason.

Yours sincerely

M Green

Mrs Green

Associate Headteacher

.....

Mobile Phones

I wish my child Class.....
to bring a mobile phone into school for the following reason:-

.....
.....
.....

I accept the school takes no liability for this phone.

Signed Parent/Carer

11. Appendix 3: Information slip for visitors