The Chantry School

MOBILE PHONE POLICY

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Contents

Objectives 2
Roles and Responsibilities 2
Use of mobile phones by pupils 3
Use of mobile phones by staff 4
Use of mobile phones by parents/carers, volunteers and visitors 5
Loss, theft or damage 5
Monitoring and review 6
Equality Impact 6
Monitoring 6
Appendix 1: THE CHANTRY SCHOOL Phone Code of Conduct (integrated into the acceptable use policy and the pupil code of conduct) 7
Appendix 2: Permission form allowing a pupil to use their phone/device in school 8
Appendix 3: Sanction Matrix 9

1 Objectives

At THE CHANTRY SCHOOL we recognise that mobile phones and similar devices, including smartphones, have become 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'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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones/smart watches and tablets.

Relevant guidance

This policy aligns with the Department for Education's mobile phone guidance, which becomes statutory from September and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education (2025).

2 Roles and Responsibilities

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 Assistant Headteacher Pastoral is responsible for monitoring the policy every two years, 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.

Governors

- Governors will review this policy every two years.

3 Use of mobile phones by pupils

Pupils **MUST** not use their mobile phones/airpods during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

THE CHANTRY SCHOOL approach to mobile phones means:

- Mobile phones are not to be seen or heard from the moment a pupil enters the school site either through the main or back gate gates or they alight from the bus/car.
- Pupils must keep their phone in their bag it must not be seen, heard or identified. Should this happen sanctions as per the behaviour policy will be applied.

  Mobile phones must be switched off and stored in a pupil's bag (not pockets) as they enter onto the site.
- Pupils cannot take out their mobile phones until they have left the school site via one of the school gates or on the bus.
- Pupils who wish to contact their parents/carers should go to pupil services and they can use the school phone or be given a space to call using their device but away from others. Evidence of not following this protocol will lead to sanctions being issued unless there are exceptional circumstances.
- Similarly, should parents/carers need to contact their child, they must do it via the school office on 01886 887100.

Use of smartwatches and wearable technology by pupils

- THE CHANTRY SCHOOL does not permit the use of smartwatches or other wearable technology, including earpieces, headphones, smart glasses or similar devices, during the school day.
- Any such devices brought into school must be switched off and always stored in pupils' bags. Where a smartwatch is worn, it may only be used as a timepiece; all other functions, including messaging, calling, music playback, internet access, recording, tracking, and health or wellbeing applications, must be switched off and not used.
- Smartwatches and other wearable technology are not permitted in public examinations.

Exceptions for special circumstances

- Pupils who may need to bring a mobile phone (wearable smart device) to school for a specific reason need their parents/carers to submit a request to the Headteacher to see if it fits one of the following criteria:
  - A pupil requires a device for a medical reason
  - There is social services involvement which requires access to a phone
  - The decision of the Headteacher is final in all situations.

Sanctions

- Should a pupil's mobile phone or smart device be seen or heard, or the school have clear evidence a phone/device has been seen or used in school, sanctions will apply (see appendix). This will start with after-school detentions but could escalate further if there are repeated transgressions of the school's mobile phone policy.
- 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 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

4 Use of mobile phones by staff

Personal mobile phones

- Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, where any pupil can see them. 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, offices or department work rooms).
- There may be circumstances in which it's appropriate for a member of staff to have use of their phone or a school device during contact time for personal or work-based reasons (such as site staff). 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
  - Safeguarding

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 unless a school device is available
- Supervising residential visits unless a school device is available

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. Use the school phone or camera.
- Refrain from using their personal phones to contact parents/carers whilst on site during office hours.

The 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 01886 887100 as a point of emergency contact.

Data protection

- In school, staff should only use their personal mobile phones when they do not have access to other devices. Avoid processing 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).
- This links to the school data protection policy and acceptable use policy.

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

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 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, 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.
- 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.

6 Loss, theft or damage

- The school accepts no responsibility for smartwatches or other wearable technology that are lost, damaged, or stolen while on school premises, school transport, school trips or visits, or when travelling to and from school.
- Pupils/Parents/Carers will be informed of this as part of the transition process and will be covered in the home school agreement.
- Confiscated phones will be stored in pupil services in a safe and secure place until collection at the end of the day.
- Lost phones should be returned to pupil services. The school will then attempt to contact the owner.
- Pupils who are on trips and visits will be expected to follow the guidelines laid out in the trip/visit letter prior to departure from school

7 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 the Assistant Headteacher Pastoral in a timely manner.

14 Equality Impact

The School's responsibilities towards promoting equality, diversity and inclusion have been considered when drafting this policy.

15 Monitoring

This policy will be monitored annually and significant change approved by the Local Governing Body.

Appendix 1: THE CHANTRY SCHOOL Phone Code of Conduct (integrated into the acceptable use policy and the pupil code of conduct)

Code of Conduct Agreement

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

1. Before entering the school site or leaving school transport, mobile phones must be switched off and placed in pupils' school bags.
2. Phones must remain switched off and out of sight throughout the school day and may only be used once pupils have left the school site or, when travelling home, have boarded their bus.
3. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
4. If you need to contact your parent/carer, you must go to pupil services.
5. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
6. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
7. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Appendix 2: Permission form allowing a pupil to use their phone/device in school

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

The school has agreed to allow to bring their mobile phone to school because they:

- Need the phone to support their medical needs
- Social care are supporting the family which requires mobile phone access
- Another reason agreed which the Headteacher has agreed to

Pupils who are permitted to use their mobile phone in school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.
Parents must not contact their child via their mobile phone. To make contact, phone the school office on 01886 887100.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature: _____

FOR SCHOOL USE ONLY	
Reason given	
Authorised by Headteacher or Assistant Headteacher:	
Date:	

Appendix 3: Sanction Matrix

Number of confiscations	Sanction	Actions
1	Middle Leader Detention (60 mins)	Email sent to Parent/Carer/Pupil. The phone can be collected at the end of the day
2	One 90 minute Leadership detention	Head of Year to contact home and organise a detention. The phone can be collected at the end of the day.
3	Reflection one day in the BRR	Letter to be sent to family and Head of Year to meet with the family. Consider: family keeping the phone at home or handing it in at the start of each day for five school days.
4	Reflection two days in the BRR	Assistant Headteacher to meet with the family. The p hone must be handed in to pupil services at the start of each day for 10 consecutive school days.
5	Suspension considered	Head of Year/Assistant Headteacher will contact home to explain the length of suspension.