

MOBILE PHONE POLICY

AREA:	ST. MARK'S C OF E JUNIOR SCHOOL
AUDIENCE:	ALL STAKEHOLDERS
REVIEW FREQUENCY:	ANNUALLY
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OWNED & REVIEWED BY:	HEAD OF PROVISION / BRUNEL EDUCATION TEAM
APPROVED BY:	CHAIR OF BAT BOARD OF TRUSTEES
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Brunel Academies Trust (BAT) is a company limited by guarantee with registration number 10074054 and registered offices at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN; BAT is the parent company and Sole Corporate Member of the subsidiary company, Brunel Education (BE) is a charitable company limited by guarantee with registration number 11991915, registered with the Charities Commission of England Wales (Charity Number 1214820) and with registered offices at Unit B4C Orbital Retail Park, Thamesdown Drive, Swindon, SN25 4AN

Tier 1 policies are centrally held policies relating to Education, Governance, People Services, Finance, ICT and Operations and are the direct responsibility of BAT. Tier 1 policies are created by the BAT Central Services Team but adopted and reviewed by the BAT Board.

We are committed to a sustainable future and to improving the social, economic, and environmental well-being of the community. We are dedicated to environmental improvements that foster a sustainable future and lead to social and economical improvements in the communities we operate within.

Amendments to policy		
Date	Section	Amendment
21/07/26	4.1, 5, 5.1	Addition of 'Wearable Technology' following Trustee feedback.

Contents

1. Introduction and aims	3
2. Relevant guidance	3
3. Roles and responsibilities	3
3.1 Staff	3
4. Use of mobile phones and wearable technology by staff	3
4.1 Personal mobile phones.....	3
4.2 Data protection.....	4
4.3 Safeguarding	4
4.4 Using personal mobiles for work purposes.....	4
4.5 Work phones.....	5
4.6 Sanctions	5
5. Use of mobile phones and wearable technology by pupils	5
5.1 Use of smartwatches and wearable technology by pupils	5
5.2 Exceptions for special circumstances.....	5
5.3 Sanctions	5
6. Use of mobile phones by parents/carers, volunteers and visitors	6
7. Loss, theft or damage	7
8. Monitoring and review.....	7
9. Links with other Policies	8
Appendix 1: Permission form allowing a pupil to bring their phone to school	9

1. Introduction and aims

At St. Mark's C of E Junior School 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

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 and similar devices.

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 every year, 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.

4. Use of mobile phones and wearable technology by staff

In line with DfE guidance, staff must not use personal mobile phones for personal reasons in front of pupils during the school day. Personal use is limited to non-contact time and areas where pupils are not present.

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 pupils 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'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 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 01722 333497 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).

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 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.

St. Mark's C of E Junior School does not require staff to use personal mobile phones to access classroom apps or programmes with pupils. Where digital technology is required for teaching, learning, photographs or recordings, school-approved devices and systems must be used.

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

Where a member of staff is provided with a Trust-owned mobile device for their role, it must be used in accordance with the Brunel Academies Trust Mobile Device Policy (2026) and all relevant safeguarding and data-protection requirements.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

5. Use of mobile phones and wearable technology by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

At St. Mark's C of E Junior School, pupils are not expected to bring mobile phones to school in Years 3 and 4. Where a child has parental permission to walk to and from school alone or there is an exceptional reason for a pupil to bring a phone, prior agreement must be obtained from the Headteacher in line with section 5.2.

Any mobile phone brought to school with permission must be switched off on arrival and kept in the owners bag. It must not be used, seen or heard during the school day.

5.1 Use of smartwatches and wearable technology 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.

- Pupils may wear a standard watch in school. Smartwatches and other wearable devices with communication, camera, recording or internet functions should not be brought to or worn at school unless agreed in advance by the Headteacher for an exceptional or medical reason. Where permission is given, communication, camera and recording functions must not be used during the school day and any agreed arrangements will be shared with the pupil, parent/carer and relevant staff.

5.2 Exceptions for special circumstances

As a junior school, exceptions will be rare. The school may permit a pupil to bring a mobile phone or wearable device where there is a clear exceptional, safeguarding or medical need. Each request will be considered individually by the Headteacher.

Parents/carers requesting an exception should contact Helen Fielder, Headteacher, via head@wyndhamstmarks.uk or 01722 333497. Any agreed arrangements will specify how the device is brought onto site, stored and returned.

Any pupil given permission to bring a mobile phone or wearable device to school must follow the Mobile Phone Acceptable Use Agreement in Appendix 1. Parents/carers will also be asked to complete the permission form in Appendix 2.

5.3 Sanctions

If a pupil brings a mobile phone or wearable device to school without permission, or uses a permitted device contrary to this policy, a member of staff will take the device to the school office for safe storage. Parents/carers will be informed and will normally be asked to collect the device. Repeated or deliberate breaches will be addressed in line with the school's Behaviour Policy and permission to bring a device may be withdrawn.

Where there is a safeguarding concern or reason to believe that a device has been used to cause harm, staff will follow the school's safeguarding procedures and the DfE guidance on searching, screening and confiscation. The Designated Safeguarding Lead and Headteacher will be involved as appropriate, and external agencies may be contacted where necessary.

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

Any incident involving inappropriate, harmful or potentially criminal content or communication will be treated as a safeguarding matter. Staff will preserve evidence where appropriate, avoid unnecessary viewing or sharing of content, and report the concern immediately to the Designated Safeguarding Lead.

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

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 expectations for parents/carers, visitors, volunteers, governors and contractors will be communicated through reception/sign-in arrangements and, where appropriate, event or trip information. Visitors must follow staff instructions about mobile phone use while on site. Where photographs are permitted at a school event, they must be for personal use only and must not be shared online if they include other children without appropriate consent.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to contact 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

Where a pupil has permission to bring a phone to school, the device should be clearly identifiable to the family, switched off before it is handed in, and stored securely in the school office for the duration of the school day.

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Parents/carers are responsible for ensuring that any permitted device is appropriately labelled or otherwise identifiable and protected by a password or PIN where applicable.

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.

Parents/carers will be made aware through this policy and the Appendix 2 permission form that the school cannot accept responsibility for loss, theft or damage to personal devices, except where responsibility arises from the school's own actions or legal duties.

Any confiscated or surrendered device will be stored securely in the school office until it is returned to the pupil or collected by a parent/carer, as directed by the Headteacher or a delegated senior member of staff.

While a device is held by the school, staff will take reasonable care to keep it secure and will record any relevant handover or collection arrangements where necessary.

Any lost device found on the school site should be handed to the school office. Staff will make reasonable efforts to identify the owner and arrange its return.

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 consider:

- 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

Any concerns regarding this policy should be raised promptly with Helen Fielder, Headteacher, via head@wyndhamstmarks.uk or 01722 333497.

The Headteacher will monitor the implementation of this policy and report significant safeguarding, behaviour or implementation issues through the school's usual governance and Trust assurance arrangements where appropriate.

9. Links with other Policies

This policy is linked to our:

- Behaviour policy
- SEND policy
- SEN information report
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Online Safety Policy
- Data Protection Policy
- Acceptable Use/ICT policies
- Brunel Academies Trust Mobile Device Policy

This policy is adopted by the BAT Board of Trustees and will be reviewed every year or earlier if change to legislation.

Signed:  CEO

Signed:  Chairman of BAT Board of Trustees

Date: 20th July 2026

This policy is adopted by St. Mark's C of E Junior School (part of the Brunel Academies Trust) and will be reviewed every year or earlier if change to legislation.

Signed:  Headteacher

Signed:  Chief Education Director

Date: 29th September 2026

Appendix 1: Permission form allowing a pupil to bring their phone to school

This form should be completed by a parent/carer when requesting permission for a pupil to bring a mobile phone or wearable device to school because of exceptional, safeguarding or medical circumstances.

Permission is not automatic and will be considered by the Headteacher on a case-by-case basis. The pupil should only sign where this is appropriate to their age and understanding.

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

The school has agreed that the pupil named above may bring a mobile phone or wearable device to school for the reason recorded below:

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

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	