



North Leamington School

Mobile Phone Policy

May 2026

<u>Approval and Review</u>	
This Policy is reviewed in discussion with staff and governors.	
Effective from:	May 2026
Approved by:	NLS Governing Body
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Review leader:	Deputy Head Teacher

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1. Introduction and aims

Over recent years, there have been growing concerns about the impact of smartphones and smart technology on children's lives. Evidence shows that the use of smartphones can have a negative effect on young people's emotional wellbeing, sleep, safety and focus whilst in school.

The Department for Education (DfE, February 2026) expects schools to implement a policy whereby students do not have access to their mobile phone throughout the school day, and that "schools should be mobile phone free environments by default".¹

This policy should be read in conjunction with the Behaviour and Engagement policy.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for students, staff, parents/carers, visitors and volunteers
- Promote safe and responsible phone use outside school
- Support the school's other policies, especially those related to safeguarding and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to safeguarding and child protection
- Data protection issues
- Potential for distraction from and interruption to learning
- 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](#). Our policies support with establishing calm, safe and supportive environment, conducive to teaching and keeping students safe in education. Further guidance that should be considered alongside this policy is [Keeping Students Safe in Education](#).

<https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>

<https://www.gov.uk/government/publications/keeping-students-safe-in-education--2>

https://assets.publishing.service.gov.uk/media/62d1643e8fa8f50bfefa55c/Searching_Screening_and_Confiscation_guidance_July_2022.pdf

<https://www.gov.uk/government/publications/behaviour-in-schools--2>

https://assets.publishing.service.gov.uk/media/66be0d92c32366481ca4918a/Suspensions_and_permanent_exclusions_guidance.pdf

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.

This policy will be reviewed annually; the review leader is the Deputy Head teacher.

¹ <https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>

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 by Governors.

4. Use of mobile phones by students

Students **must not use their mobile phones or applications on mobile phone enabled watches during the school day, or at any point whilst on our school site.** The guidance from the Department for Education is clear that schools must be mobile phone free environments.

Students must follow the expectations below:

- If mobile phones are brought onto school site, they are kept in students' bags and must be switched off before reaching the school site.
- Students must not take their phones out of their bags or switch them on until they are outside the perimeter of the school site²
- Mobile phones are not permitted to be kept in students' blazers or anywhere on their person. They must be kept in bags or students' lockers
- Phones seen out of bags/in use during the school day, on school site will be immediately confiscated in line with this policy and our Behaviour and Engagement policy

4.1 Use of mobile phone enabled watches by students

The DfE's non-statutory mobile phone guidance³ includes in the term 'mobile phones' all devices with communications and smart technology. This includes smart watches and headphones. If students are found to be sending messages, making calls or listening to music then this will be considered in line with this policy.

4.2 Medical Exceptions

There may be a small number of students in school who are permitted to use a mobile phone in school, due to exceptional circumstances such as the monitoring of medical conditions. This will be considered on a case-by-case basis. To request such permission, parents/carers must contact their child's Year Leader.

4.3 Sixth-form students

Students in the sixth form are permitted to use their mobile phones in the designated sixth form areas of the school only, and must not be in the sight of younger students. This access reflects their increased independence and responsibility. However, students who are in breach of this expectation will be managed in line with the same sanctions as students in years 7 to 11. The designated area will be clearly communicated to students.

5. Sanctions for those in breach of this policy

Schools have the support of the Department for Education to implement a range of sanctions and disciplinary measures if students are seen or heard with a mobile phone on school site. Schools are supported by the Department of Education to confiscate mobile phones and similar devices, if they consider it proportionate, for whatever length of time they deem proportionate.

If a student is found to be in breach of this policy, the following sanctions will be given:

² Reference appendix 1 for definition of the site perimeter

³ <https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>

First Occasion:

- If a mobile phone is seen out of bags or in pockets then it will be confiscated from the student and a C4 sanction will be logged on G4S
- The phone will be confiscated and kept securely at student services or reception
- Parents will be informed and they will be asked to collect the phone
- This will be recorded using G4S

Second Occasion:

- Students who have their phone confiscated for a second time will receive an internal consequence i.e. internal suspension / withdrawal from lessons and parents will be contacted and asked to collect the mobile phone.
- The phone will be kept securely at student services or reception
- This will be recorded as an internal suspension / withdrawal from lessons using G4S Home Notes

Third occasion:

- Students who have their phone confiscated for a third time may receive a suspension or direction to learn off site and will receive a ban which prohibits them from bringing a mobile phone onto school site indefinitely
- The phone will be confiscated and kept securely at student services or reception
- Parents will be informed and they will be asked to collect the phone
- This will be recorded using G4S Home Notes

Staff have the power to search students for their phones, as set out in the [DfE's guidance on searching, screening and confiscation](#), if there is a good reason to do so. ⁴

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

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones. The policy will be shared with all parents, including the reasons behind the policy and the school's expectations. Parents should also be encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment. Where parents need to contact their child during the school day, they should contact the school office, where staff will facilitate contact.

When parents/carers, visitors and volunteers (including Governors) visit our school, they are expected to adhere to this policy.

This means:

- Not using their mobile phones in the presence of students
- Not taking pictures or recordings of students
- Not using phones in lessons, in the presence of students or when working with students

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.

7. Use of mobile phones by staff

All staff should consistently enforce the school's policy on the use of mobile phones.

Staff should not use their own mobile phone in front of students throughout the school day. This will empower staff to better challenge students to meet the school's expectations and effectively enforce the prohibition of mobile phones throughout the school day.

This expectation also applies to visitors and volunteers whilst on our school site.

7.1 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. Unless in exceptional circumstances, work phones must not be used in the presence of students.

Only authorised staff are permitted to use school phones, and access to the phone will 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

7.2 Using mobile phones for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work purposes. Such circumstances must be exceptional, and not in the presence of students.

Such exceptional circumstances may include:

- Emergency evacuations
- Supervising off-site trips where no school mobile phone 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 students, their work, or anything else that could identify a student
- Refrain from using personal phones to contact parents/carers. If necessary, contact must be made via the school office

8. Loss, theft or damage

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 students are travelling to and from school.

Confiscated phones will be stored securely with reception staff. Phones will be labelled with the child's name and Tutor Group.

9. Safeguarding

We will consider whether the student's behaviour gives cause to suspect that a child is suffering, or is likely to suffer, significant harm. Where this may be the case, school staff should follow the schools' **Safeguarding and Child Protection Policy**. They should also consider whether continuing disruptive behaviour might be the result of unmet educational or other needs. At this point the school will consider whether other supportive interventions are required.

10. Inclusion Principles

The Equality Act of 2010 sets out in law the rights of students with Special Educational Needs & Disabilities (SEND), having replaced the Disability Discrimination Act. Our Equality and Diversity Policy outlines our response, and should be read alongside this policy.

11. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Up to date legislative and non statutory guidance including advice from the Department for Education, the local authority and any other relevant organisations
- Feedback from staff, parents/carers and students
- Records of behaviour and safeguarding incidents

12. Links to other policies

- Behaviour and Engagement
- SEND and Accessibility Plan
- Safeguarding and Child Protection
- Online Safety and Acceptable Use agreement

Appendix 1: Definition of the Mobile Phone Free Perimeter

Perimeter outline is defined by the dotted line and includes the area within the perimeter inclusive of the field areas on school site.

