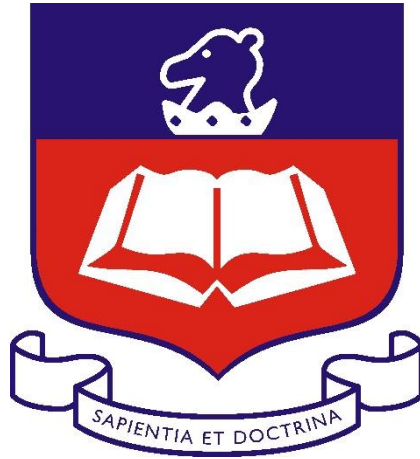




SIR ROBERT PATTINSON ACADEMY

MOBILE PHONE POLICY

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1. Introduction and aims

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

At Sir Robert Pattinson Academy, our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the Academy'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 Academies, such as:

- Risks to child protection
- Data protection issues
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

This policy should be read in conjunction with:

- Acceptable Use Policy
- Anti- Bullying Policy
- Behaviour Policy
- Child Protection Policy
- E-safety Policy
- Suspension and Permanent Exclusion Policy
- Keeping our Staff Safe Policy
- Staff Code of Conduct
- Searching, Screening and Confiscation Policy

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [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 required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

Volunteers, or anyone else otherwise engaged by the Academy, 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 and reviewing it every three years, and holding staff and pupils accountable for its implementation. The operational right of this is delegated to the Deputy Headteacher (behaviour).

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 Trustees

Trustees are involved in monitoring and reviewing this policy. This will occur every three years or sooner if legislation changes or the Academy feels it needs to update its approach.

4. Use of mobile phones by staff

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the Academy day. All academies should be mobile phone-free environments by default: anything other than this should be by exception only.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the Academy) are not permitted to use their personal mobile phone during the Academy day, while during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the Academy where pupils are not present (such as the staffroom or department workrooms).

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 Academy
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-case basis whether to allow for special arrangements.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential Academy information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

More detailed guidance on data protection can be found in the Academy's data protection policy and ICT acceptable use policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps. This includes ex-students with younger siblings still at the Academy.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

This includes connecting with parents/carers or pupils over messaging apps or social media. For further information, please refer to the Academy's ICT acceptable use, online safety and child protection & safeguarding policies.

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/Academy trip/activity, this must be done using Academy equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the Academy day in front of pupils for work. Such circumstances may include, but are not limited to:

- Taking registers when not in a classroom
- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Other operational matters as agreed with the SLT

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 Academy trip mobile phone or the main Academy admin office

4.5 Work phones

Some members of staff are provided with a mobile phone by the Academy for work purposes. Only authorised staff are permitted to use work 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.

See the Academy's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's mobile phone guidance says that the use of mobile phones is prohibited throughout the Academy day.

Mobile phones are banned at Sir Robert Pattinson Academy.

Pupils must not use their mobile phones during the Academy day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of the leadership team (for example, for a specific medical reason).

Pupils will be taught the risks that are associated with the use of mobile phones, both in the Academy and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the Academy day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile phone-free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

The DfE's [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the Academy 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 smartwatches have wellness and health-related features.

Smartwatches are already a banned item at Sir Robert Pattinson Academy. This approach will continue including the application of sanctions.

5.2 Exceptions for special circumstances and for sixth-form pupils

Some pupils are allowed to bring a mobile phone to be used on their journey to and from the Academy. For example, pupils travelling to and from the Academy by bus where their ticket is digitally stored on their mobile phone. Access is only allowed when called to the bus.

Some pupils will be permitted to possess, or use, a mobile phone/smart device in the Academy. For instance:

- Pupils with diabetes who use their phones to monitor their blood glucose levels
- Sixth-form pupils

The Academy may permit pupils to use a mobile phone in the Academy, due to exceptional circumstances. Permission will only be granted where there is documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact Mrs Gilbert for safeguarding reasons or Mr Parkinson for medical reasons.

Any pupils who are given permission must then adhere to the Academy's code of conduct / acceptable use agreement for mobile phone use (see appendix 1).

- Sixth-form pupils are allowed access to their mobile phones during the Academy day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.
- Therefore, they are only permitted to use their mobile phones or smart devices:
 - out of sight of younger pupils
 - in the common and study rooms only.

Misuse of mobile phones or other devices by pupils in the sixth form will lead to sanctions according to our behaviour policy.

5.3 Sanctions

If a student is found in possession of, or using, a mobile phone or wearable device it will be confiscated. (Academies are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006). The device will be stored at student reception and can be collected at the end of the day. A sanction will be served.

For a second offence, the device will be stored at student reception and will only be returned to a parent/carer when they attend to collect it. An increased sanction will be served.

For a third offence, the Academy will confiscate and retain the device for ten working days even if this spans an Academy holiday and a severe sanction will follow. NB. Headteachers can 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](#).

Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#).

In each case, the sanction given must be reasonable and proportionate. The Academy will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), disability)

- The student'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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The Academy takes such conduct extremely seriously and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:

- Generation of deepfakes and AI generated images
- Sexting (consensual and non-consensual sharing of 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 are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Parents/carers, visitors and volunteers (including trustees and contractors) must adhere to this policy as it relates to staff, if they are on the Academy site during the Academy day.

This means:

- No use of mobile phones on the Academy site without express permission of the headteacher
- Not taking pictures or recordings of pupils/staff
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, when working with pupils or while children are present

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 the Academy.

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

- Use their personal 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 Academy's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of the SLT, as they do not have the power to search or confiscate devices.

Parents/carers must use the Academy office as the first point of contact if they need to get in touch with their child during the Academy day. They must not try to contact their child on their personal mobile during the Academy day as students are able to contact parents/carers via the main office.

7. Loss, theft or damage

Pupils bringing mobile phones to the Academy must ensure that their phones are stored away securely when not in use during the Academy day, unless exempt for medical reasons.

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 Academy accepts no responsibility for mobile phones/wearable devices that are lost, damaged or stolen on Academy premises or transport, during Academy visits or trips, or while pupils are travelling to and from the Academy.

Confiscated phones will be stored in the main admin office (student reception) in the Academy safe. Lost phones should be returned to student reception. The Academy will then attempt to contact the owner.

8. Monitoring and review

The Academy is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the Academy 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 Designated Safeguarding Lead/Deputy Headteacher in a timely manner. This is Mrs Gilbert.

9. In accordance with Academy operating procedures, the Academy will be the final arbiter with all sanctions and actions relating to mobile phone usage.

Appendix 1: Code of conduct/acceptable use agreement for pupils allowed to bring their phones to the Academy due to exceptional circumstances

Code of conduct/acceptable use agreement for pupils

You must obey the following rules if you bring your mobile phone to the Academy:

1. You may not use your mobile phone throughout the Academy day, including lesson times, in between lessons, and breaktimes, unless a senior leader specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your 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 Academy staff or other pupils.
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 your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the Academy's behaviour policy. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in the Academy.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the Academy's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. 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 Academy's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external examination or test environment. If you have a mobile phone, you will be asked to store it appropriately, before entering the examination room. Bringing a phone into the examination room can result in your examination being declared invalid and in breach of JCQ regulations.

Appendix 2: Permission form allowing a pupil to bring their phone to Academy

Pupil Details	
Pupil name:	
R2L group:	
Parent/carer(s) name(s):	

The Academy has agreed to allow [pupil name] to bring [their] mobile phone to the Academy because they:

- Travel to and from the Academy alone
- Need the phone to support their medical needs
- Are attending an Academy trip or residential where use of mobile phones will be allowed
- Attend a before or after-Academy activity where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to the Academy must abide by the Academy's policy on the use of mobile phones, and its code of conduct / acceptable use agreement.

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

Parent/carer signature: _____

Pupil signature (where appropriate): _____

For Academy use only	
Authorised by:	R. Gilbert A. Parkinson
Date:	

Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our Academy

Our Academy is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the Academy campus
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room
- Do not take photos or recordings of pupils, or staff
- Do not use your phone in lessons, when working with pupils or while children are present

The Academy accepts no responsibility for phones that are lost, damaged or stolen while you are on or around the Academy campus.

A full copy of our mobile phone policy is available from the main admin office.

Appendix 4: Educational Trips and Visits

Mobile phones and wearable device use is at the express discretion of the trip leader.
