Tidbury Green School
Dickens Heath Road
Tidbury Green
Solihull
B90 1QW

Policy Name

Mobile Phones

Date of Review

Summer Term 2026

Next Review Date

Summer Term 2028

Policy:	Mobile Phones
People Authorised to make changes to this policy:	• Mrs R Fitter • Miss E Morgan
Committee responsible for approving policy:	Full Governing Body & Resources

Questions for the reviewer of this policy:	
Does this policy comply with statutory requirements and is relevant legislation and guidance referenced in the policy?	Yes
Does the policy reflect current evidence-based good practice?	Yes
Is the policy consistent with the vision and ethos of the school?	Yes
Does the policy reflect current practice in the school?	Yes

After policy review:	
Changes made:	Updated to include Keeping Children Safe in Education 2026 and the Children's Wellbeing and Schools Act 2026.
Expected impact of updated policy:	Safeguarding
Updated policy sent to governors:	Summer Term 2026
Updated policy sent to staff:	Summer Term 2026
Updated policy put on website:	Summer Term 2026

1. Introduction and aims

At Tidbury Green School, 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 school's policies: Safeguarding and Child Protection, E-safety, Parent and Family Conduct 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
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

Note: Throughout this policy, the term 'mobile phones' refers to mobile phones and similar devices.

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 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 and reviewing it every two years, 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

The Governing Body will monitor the implementation and effectiveness of this policy through reports from the Headteacher and senior leaders, including any significant incidents, trends, or concerns relating to the use of mobile phones and electronic devices. Governors will ensure that the policy remains compliant with current legislation and guidance and will review it at regular intervals to ensure it continues to meet the needs of the school community.

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 school day. All schools 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 school) are not permitted to use their personal mobile phone during the school day, 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).

The Head Teacher and Assistant Headteachers may use them when appropriate. The Site Manager may use a mobile phone when talking to contractors or the LA but should use his/her office if possible.

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-case 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 Gemini).

More detailed guidance on data protection can be found in our Data Protection 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.

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.

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 school day in front of pupils for work. Such circumstances may include, but are not limited to:

- 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. If this needs to happen out of school hours, the staff member must withhold their number.

4.7 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 pupils

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.

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

Children are discouraged from bringing phones to school. If a pupil has to bring a phone into school (e.g. for an exceptional reason) then the office and class teacher must be aware and the phone must be handed to the school office, where it will be kept secure until the end of the day when it can be collected. The phone should be concealed whilst leaving the school.

If a child is found with a phone in school then it will be taken and stored in the school office. A parent/carer must collect the phone from the school office. Parents/carers are advised that the school accepts no responsibility for loss or damage to any mobile phone which is brought into school. In

exceptional cases, if a child needs to contact a parent/carer during the day, they can ask the school office to contact home for them.

It is not permissible for children to use a phone for taking pictures or video clips. This will be seen as a serious offence which breaks the school e-safety policy, which will be dealt with by the Headteacher, following the school behaviour guidelines.

- Phones are not to be taken on school trips, including residentials.
- Children should inform a member of staff if they see parents using phones during school events.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the school 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 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 smartwatches have wellness and health-related features. For these reasons, the same rules apply here as to mobile phones.

5.4 Sanctions

Any pupil found to be in breach of this policy may be subject to sanctions in line with the school's Behaviour Policy. Sanctions will be applied proportionately, taking account of the nature and seriousness of the breach.

Where a pupil uses a mobile phone or other personal electronic device in contravention of this policy, a member of staff may confiscate the device. The device will be handed to a member of the senior leadership team or another authorised member of staff and stored securely until collected by a parent from the school office. The Headteacher or designated senior leader will determine the length of confiscation, taking into account the circumstances of the incident and relevant Department for Education (DfE) guidance.

Repeated or serious breaches of this policy may result in further sanctions in accordance with the school's Behaviour Policy.

Where there is a reasonable suspicion that a mobile phone or electronic device contains prohibited, harmful or illegal content, or that it has been used to commit an offence, breach school rules, or cause harm to another person, authorised staff may search the device in accordance with the Education and Inspections Act 2006 and DfE guidance on searching, screening and confiscation.

If inappropriate content is discovered, the school will take appropriate action based on the nature of the material. This may include:

- Applying behaviour sanctions in line with the school's Behaviour Policy;

- Informing parents/carers;
- Referring the matter to safeguarding staff;
- Deleting or securing the content where appropriate and lawful;
- Reporting the matter to external agencies, including the police, children's social care, or other relevant services, where required.

The school will ensure that all incidents are managed in a fair, consistent and proportionate manner, with due regard to safeguarding responsibilities, data protection requirements and the welfare of all pupils involved. Taking into account whether:

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

All visitors to the school will hand their mobile phones into the school office before entering the school and will have them returned on their departure. Some Local Authority visitors may be permitted to keep their work mobile phone.

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.

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 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. 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 head teacher in a timely manner.