



Sir Geoff  
Hurst  
Academy

# Mobile Phones Policy



the  
beckmead  
trust

<b>Approved by:</b>	Tracey Plane	<b>Date:</b> February 2026
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## Contents

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1. Introduction and aims.....	3
2. Relevant guidance.....	3
3. Roles and responsibilities.....	4
4. Use of mobile phones by staff - see staff mobile phone policy.....	4
5. Use of mobile phones by pupils.....	4
7. Loss, theft or damage.....	6
8. Monitoring and review.....	6
9. Appendix 1: Acceptable use agreement] for pupils allowed to bring their phones to school due to exceptional circumstances.....	6
10. Appendix 2: Permission form allowing a pupil to bring their phone to school.....	7
11. Appendix 3: Template mobile phone information slip for visitors.....	9

### 1. Introduction and aims

At Sir Geoff Hurst 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
- Support the school's other policies, especially those related to child protection, the positive behaviour policy and the anti-bullying policy

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 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 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.

## **4. Use of mobile phones by staff - see staff mobile phone policy**

### **5. Use of mobile phones by pupils**

Pupils are not permitted to have their mobile phones with them during the day. The students hand their phones to a member of staff for the whole day when they arrive. They collect them at the end of the day. They are placed in individual wallets and stored and locked away in a cupboard.

This policy includes students who are residential

#### **5.1 Use of smartwatches 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.

Sir Geoff Hurst is reviewing this section of the policy and awaiting further guidance from the DfE. Please note that public examination regulations ban all watches from exam rooms.

#### **5.2 Exceptions**

The school may permit pupils to use a mobile phone in exceptional circumstances (normally medical). This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact Tracey Plane, Headteacher.

#### **5.3 Sanctions**

If a student refuses to hand their phone to a member of staff upon arrival or is found with a mobile phone during the school day and refuses to hand it to a member of staff. The student will be removed from class and social time to work one2one with an adult in a space away from class. As soon as they hand in their phone, they will return to their normal timetable.



Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). A mobile phone is a prohibited item in school and so a student can be searched if they are suspected of having a mobile phone.

The DfE guidance allows you to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

For inappropriate items, we will contact home and ask you to come to school to support the deletion of the items and to collect the phone. Please see the Positive Behaviour Policy for more on parental responsibility with mobile phones.

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

- Are there 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

## **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.

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. Loss, theft or damage**

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and placed into their individual named wallet for the day.

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.

Phones will be stored securely in the school office

Lost phones should be returned to the nearest adult, who will then take the phone to the school office. The school will then attempt to contact the owner.

## **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 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



## **9. Appendix 1: Acceptable use agreement] for pupils allowed to bring their phones to school due to exceptional circumstances**

### **Acceptable Use Agreement**

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

1. You may not use your mobile phone during lessons.
2. Phones must be on silent. You must ensure that any medical notification is sent via vibration.
3. You can use your phone for the medical purposes (e.g. to check blood sugar levels)
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's password(s) or access code(s) with anyone else.
8. You must follow the rest of this policy and understand the sanctions for inappropriate use.
9. Medical use of a mobile phone will be reviewed on a two week basis

## 10. Appendix 2: Permission form allowing a pupil to bring their phone to school

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

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:  
List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

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

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

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	
<b>Authorised by:</b>	
<b>Date:</b>	





## 11. Appendix 3: Template mobile phone information slip for visitors

### Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to a staff area
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

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

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