
Belfairs Academy



Mobile Phone Policy September 2026

Valid from	September 2026
Version	11
Status	Ratified
Applicable to	Academy
Author	ZWJ
Checked by	WIB
Review on	September 2027

Contents

1. Introduction and aims	3
2. Relevant guidance	3
3. Roles and responsibilities	3
4. Use of mobile phones by staff.....	4
5. Use of mobile phones by pupils.....	5
6. Use of mobile phones by parents/carers, governors, volunteers, contractors and visitors.....	7
7. Loss, theft or damage	7
8. Monitoring and review.....	8
Appendix 1 – Rules for students when bringing in their mobile phone	9
Appendix 2 - Permission form allowing a pupil to use their phone during academy day	10
Appendix 3 – Rules for visitors entering the academy	11

1. Introduction and aims

At Belfairs Academy 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 academy community.

Our policy aims to:

- Promote safe and responsible phone use for adults.
- Set 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 academy, 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 academy, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The headteacher/principal is responsible for monitoring the policy every 2 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.

3.2 Governors

The governors are responsible for ratifying this policy every 2 years and any changes or amendments to this policy.

4. Use of mobile phones by staff

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, while children are present or during contact time. Use of personal mobile phones must be restricted to noncontact time, and to areas of the academy where pupils are not present (such as the staff bases).

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 nonexhaustive):

- 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, academy staff can use the academy office number 01702 509000 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 academy 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/academy trip/activity, this must be done using academy equipment.

Third party apps may be used on a phone to assist with the smooth running of the academy but not for personal use.

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
- Under no circumstances should a staff members personal mobile phone number be given to students or parents and a academy phone should be used for this purpose.

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 or in such a way that parents are not able to trace the staff members phone number.

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 academy 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

Pupils may not bring mobile phones or any other smart device into the academy.

As a government directive Belfairs Academy has banned the use of mobile phone/smart devices and students are **not permitted** to use their phones or smart devices **anywhere** on the academy premises. This has ensured that students are not distracted from their studies and academy staff can spend more time supporting pupils with their learning. **If a student is found using a mobile phone on the academy site, it will be confiscated immediately and only returned to a parent/carer.**

5.1 Use of smartwatches by pupils

The DfE's [statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology.

Students are not permitted to use smart watches and/or similar technologies to text, communicate or record. It may only be use plain watches to tell the time. Failure to follow this guidance will result in that technology been confiscated and will need to be collected by the parent/carer.

5.2 Exceptions

The academy may permit pupils to use a mobile phone in the academy, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact their year leader who will gain permission from the pastoral leader. An example of this could be medical monitoring purposes.

5.3 Sanctions

If a student is found using a mobile phone or similar smart technologies on the academy site, it will be confiscated immediately and only returned to a parent/carer.

Staff need to call a students parent/carer to check the phone if there are any concerns as set out in [the DfE's guidance on searching, screening and confiscation](#). This could include suspicions that the phone may contain pornographic images, or if it is being used to commit an offence or cause harm to another person. If there is any concerns regarding the content sanctions will be reasonable and proportionate. The academy 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](#)

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:

- 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, governors, volunteers, contractors and visitors

- Please keep your mobile phone on silent/vibrate while on the academy grounds.
- Please do not use phones or recordings where pupils are present. If you must use your phone, you may go to staff bases but do not use mobile phone if there are other students present in the staff base.
- Do not take photos or recordings of pupils (unless it is your own child), or staff. If you do take a picture of your own child this cannot include other children without their parents permission.
- Do not use your phone 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 the academy.

Parents/carers or volunteers supervising academy 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 academy'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 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.

7. Loss, theft or damage

Pupils bringing mobile phones to the academy must ensure that the phones are switched off, stored securely and out of site when not in use.

Pupils that have permission to bring a mobile phone into the academy 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 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 academy office and locked away till the parent/carer collects the students confiscated phone.

If a teacher confiscates a phone from a student this needs to be taken to the office immediately and locked away for safekeeping.

Lost phones should be returned to 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

9. Key rules for Post 16 students

The academy recognises and want to reflect the increasing independence and responsibility without compromising the academy's overall policy or cause distractions for younger pupils in the academy.

- Post 16 students may only and have their mobile phones or any other smart devices along with head/earphones in the cafeteria. If any mobile phones are seen outside of these designated areas then the phones will be confiscated and handed to reception as per policy.
- Phones remain strictly banned during formal lessons, assemblies, and while moving through general academy corridors.
- The over-arching default for the entire academy site remains phone-free and smart device free on entry to academy site.

Appendix 1 – Rules for students allowed to bring their mobile phones to the academy for exceptional circumstances

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

1. You may not use your mobile phone or any other smart technologies during lessons, unless the teacher (in exceptional circumstances and prior permission from headteacher) and specifically allows you to.
2. Phones and other technologies 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 without their consent.
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. This includes bullying, harassing or intimidating pupils or staff via:
 - Email
 - Text/messaging app
 - Social media
8. Don't use your phone to send or receive anything that may be criminal. 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 exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Appendix 2: Permission form allowing a pupil to use their phone during academy day.

PUPIL DETAILS	
Pupil name:	
Tutor Group:	
Parent/carer(s) name(s):	

The academy has agreed to allow to use their mobile phone or smart technology during the academy day because they:

.....

e.g. - Young Carer/Need the phone to support their medical needs

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 and acceptable use policies and all other relevant policies as listed below.

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

Signed by Parent/Carer:

Signed by Pupil:.....

Signed by Assistant Principal:.....

9.

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 3 – Rules for visitors entering the academy

This needs to be presented to all visitors that enter the academy along with the safeguarding and fire evacuation procedures.

Use of mobile phones for all adults in our academy

- Please keep your mobile phone on silent/vibrate while on the academy grounds.
- Please do not use phones where pupils are present. If you must use your phone, you may go to staff bases but do not use mobile phone if there are other students present in the staff base.
- Do not take photos or recordings of pupils (unless it is your own child), or staff. If you do take a picture of your own child this cannot include other children without their parents permission.
- Do not use your phone in lessons, or when working with pupils.

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

A full copy of our mobile phone policy is available on the academy website.

This mobile phone policy needs to be read in conjunction with the following:

- BA Acceptable Use policy
- BA Behaviour Policy
- Home School Agreement
- Legra E-Safety Policy
- Legra Parent Behaviour and Code of Conduct Policy
- Data Protection/GDPR Policy