



Mobile Phone Policy

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Mobile Phone Policy

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Mobile Phone Policy

Introduction and Aims

At St John's College School ("the School") 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, 'mobile phones' refer to mobile phones and other wearable devices which have internet connectivity and photographic capability.

At St John's College School ("the 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 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 school, such as:

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 statutory guidance 'Mobile phones in schools'. It should be read alongside the DfE's 'Behaviour in schools' guidance and Keeping Children Safe in Education 2026, which also sets out the expectation that all schools should be mobile phone-free environments by default.

Roles and Responsibilities

Staff

All staff (including teachers, support staff and cover 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 Assistant Head Pastoral is responsible for monitoring the policy and reviewing it every year, and holding staff and pupils accountable for its implementation.

Governors

Governors will monitor the policy and review it every two years.

Use of Mobile Phones by Staff

The DfE's mobile phone guidance says that staff should not use their own devices 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.

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 during contact time. 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).

There may be circumstances in which it is 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 dependants or family members

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

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 (e.g. ChatGPT, Claude and Google Gemini). More detailed guidance on data protection can be found in the School's data protection documents.

Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by connecting through social media and messaging apps. This also includes past pupils under the age of 18 years.

We recognise that some staff are also parents and have friends within the parent body and may in that context have or share personal contact details.

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 is necessary to take photos or recordings as part of a lesson / school trip / activity, this must be done using school equipment.

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:

- Emergency evacuations
- Supervising off-site trips. The staff member in charge should take one of the school mobile phones when off site. This phone should be used when communicating with parents. Other staff members on the trip or off site should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency
- Games staff may use their mobile phones during games sessions and when responsible for children away from school, only to communicate arrangements to parents or colleagues or for emergency purposes
- Boarding House staff will need their mobiles with them when on local visits out of school. They should only be used to communicate with parents, colleagues or for emergency purposes. (When in the Boarding House or on the field, Boarding House staff should not use their mobile phones as they can use the walkie-talkies provided.)

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

EYFS

The School recognises that there are more potential hazards in the use of mobile phones in the Early Years Foundation Stage. Therefore, the following guidance is applicable:

- Staff working with Early Years children must keep their mobile phones in a secure place away from the children. These may be kept locked in the store cupboard in the Kindergarten lobby area.
- Staff working with Early Years (KG) children must not have any device on them with photographic or sharing capability (for example, smartwatches or personal iPads).
- Should staff need to use their phone in an emergency, this must be reported to the Head of the Junior Department and recorded on 3Sys (and, once live, Veracross) using the 'reason' tab, 'mobile phones'. This is

only for calls taken in the Kindergarten; staff are free to check their phones in the staffroom, or work room during breaks.

- If a child in EYFS is ever recommended to have a mobile phone to enable ease of contact with parents for medical reasons (e.g. diabetes), then this phone must remain switched off in the child's medical bag, until such time as it is needed. The School recognises that it may be unsafe to keep this phone locked away and therefore a risk assessment for this phone must be written and approved by the Head of the Junior Department. Any phone calls on this phone will be recorded on the child's medical notes and not on the 'Record of the use of a personal mobile phone in Kindergarten' log.

Work Phones

Some members of staff are provided with a mobile phone by the School for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Make sure that all communication and conduct linked to the device is appropriate and professional at all times, in line with our Staff Code of Conduct

The School has a number of mobile phones for use by staff.

Department	Owner
Facilities & Maintenance	Facilities Manager
IT Systems	IT Systems Manager
Administration	Administration Manager
Boarding House	Head of Boarding
Medical	Nurses
School Trips	Head of Marketing

Use of Mobile Phones by Pupils

Pupils do not have access to 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).

Before Form 5, pupils are not permitted to bring phones into school, unless permission has been sought from the Assistant Head Pastoral or the phone is required for a specific medical reason. Any pupil in Forms 5 and 6 who brings a mobile phone to school, for the purpose of travelling independently, will be required to hand it in at Reception immediately on arrival. Phones will be securely locked away throughout the school day and will be returned to pupils when they leave school. This may be at 4.00pm if they are going straight home, or at 5.00pm or 6.00pm if they are attending a club or Premier after school.

Pupils may not take mobile phones to sporting fixtures. If pupils return to school before Reception closes at 6.00pm, their phone will be returned by a member of the sports staff. If a pupil is collected directly from the fixture, their phone will remain locked away overnight unless a parent collects it.

Phones will be permitted to support pupils with specific medical needs (for example, for diabetic pupils who use continuous glucose monitoring systems that connect to a smart device). In the case of permission due to exceptional circumstances, permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact the Assistant Head Pastoral.

Phones are not permitted in the Boarding House.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure 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.

Use of Smartwatches by Pupils

The DfE's statutory mobile phones guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its 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 not allowed at St John's College School. Smart glasses (such as Meta glasses) are also not permitted.

Sanctions

If a pupil is in breach of this policy and a phone is discovered during the school day, the phone will be confiscated and secured in a locked cabinet at Reception until a parent is able to collect it.

Use of Mobile Phones by Parents/Carers, Volunteers and Visitors

Parents and 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 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 is 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, when working with pupils

Parents/carers or volunteers supervising trips are also responsible for enforcing the School's policy for pupils using their phones, but must refer any proposed 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.

Loss, Theft or Damage

Pupils bringing mobile phones to school must make sure that their phones are appropriately labelled, ready to be stored away securely at Senior House Reception when not in use during the school 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 or from school.

Monitoring and Review

The School is committed to making sure 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 DfE, the local authority and any other relevant organisations

Appendix 1: Version Control Information

Mobile Phone Policy

Amendment History

Document Name	Ver No.	Modified by	Regulation Date	Regulation Para. Ref.	Change required	Summary of change	Date Approved
Mobile Phone Policy	1.1	Designated Safeguarding Lead			Annual review	Smartwatches, Form 6 pupils may bring mobile phones for safe transport only, which are locked during school day	
Mobile Phone Policy	1.2	Bursar	29/06/2026	CWSA 2026 s.36	Merge	Duplicate policy merged. See above	28/09/2026
Mobile Phone Policy	1.3	Clerk				Formatting, terminology and consistency	28/09/2026
Mobile Phone Policy	1.4	DSL				Removed contradictory bullet on staff contacting parents; clarified EYFS recording of emergency phone use (3Sys until Veracross is live); removed restriction on parents' phone use while children are present.	28/09/2026

Document Information

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