KEYS Academy Trust

"Unlocking the Future"

TKAT Mobile Phone Policy

Policy Level and Description:	1	TKAT Statutory Policy NO CHANGES TO THE CORE TEXT ALL Schools require a policy on this topic/area. Only changes to highlighted sections are allowed to the core text – changes will be limited to school name and very limited school-specific details - LGBs to adopt, implement and monitor this policy.	
Reviewed by: ***(Trust Officer)***	Hester Wooller CEO	**Reviewed by:** ***(School representative)***	
Approved by: ***(Trust Committee/Trust Board)***	CECE	**Approved by:** ***(LGB/LGB Committee)***	
Trust approval date: ***(dd/mm/yyyy)***	09/04/2026	**LGB/LGB Committee approval date:** ***(dd/mm/yyyy)***	
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Version	DATE	DESCRIPTION
Version 1	October 2024	New policy
Version 2	February 2026	Updated to include DfE guidance February 2026

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1. Introduction and Aims

The Keys Academy Trust (TKAT) recognises that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. However, this policy, in line with the DfE's non-statutory guidance (February 2026), ensures that schools should be mobile phone-free environments by default; anything other than this should be by exception only. As early years providers, schools should also ensure ~~they specify~~ the use of mobile phones and cameras complies with the TKAT Child Protection policy and school behaviour policy

This policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers and model appropriate use of mobile phones
- Support the school's other policies, especially those related to Safeguarding
- This policy also aims to address some of the challenges posed by mobile phones in school, such as Safeguarding risks, Data protection issues, Potential for lesson disruption, Risk of theft, loss, or damage and appropriate use of technology in the classroom

Whilst TKAT schools are expected to prohibit the use of mobile phones throughout the school day to reduce distraction and disruption, they must comply with their other legal duties such as the duty to make reasonable adjustments where necessary. There may be other exceptional circumstances where schools should consider making adaptations to their policy for specific pupils. This guidance does not provide an exhaustive list of exceptional circumstances, and schools should assess each case on its own merits.

Schools have a duty under the Equality Act 2010 to take such steps as is reasonable to avoid substantial disadvantage to a disabled pupil caused by the school's policies or practices

2. Roles and responsibilities

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy. 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/Head of School is responsible for holding staff and pupils accountable for the implementation of the policy. Headteachers are backed by DfE to confiscate mobile phones and similar devices, if they consider it proportionate, for whatever length of time they deem proportionate. In considering whether a confiscation is a proportionate penalty, schools should consider what disciplinary outcome the confiscation is intended to achieve and whether there are other ways to achieve the same outcome, as well as the pupil's individual circumstances such as age and SEND, as explained in the behaviour in schools guidance.

The Local Governing Body is responsible for ensuring the policy meets the specific requirements for their school. They will also monitor its implementation through:

- Regular parent/carer and pupil feedback
- Feedback from teachers
- Reviewing records of behaviour incidents

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, send texts, take photos or record videos 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 staff room). Personal mobile phones must be stored away while children are present.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- They care for vulnerable or acutely ill dependents or family members

The Headteacher/Head of School will decide on a case-by-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.

3.2 Photos and videos of pupils

Photos taken for curricular and assessment reasons may not be used for any other purpose. This includes EYFS pupils who have their photographs taken to provide evidence of their achievements for developmental records and as part of their end of Foundation Stage profile. Only school issued devices will be used to record and store pupils' photographs and videos.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity or for the newsletter, this **must** be done using school equipment.

3.3 Data protection

If staff use their personal mobile phones to process personal data, or any other confidential school information, the phone must be password protected and never left unlocked. More detailed guidance can be found in the Data Protection Policy.

Staff must refrain from giving their personal contact details to parents 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 or pupils. More guidance can be found in the Safeguarding Policy.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use a mobile phone for work. If a member of staff's role requires use of a phone, schools will try to provide one (rather than have staff use their personal mobiles)[1]. If this isn't possible, clear guidelines are set out for staff guidance. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Their job requires extensive lone working (such as a site manager)
- They are required to use certain apps or programmes
- Members of SLT for urgent communication between different parts of the school site and with members of SLT who are offsite

[1] If you provide mobile phones to staff for their job, schools should set out the expectations for how these will be used.

- Fire drills / Emergency Lockdown procedures
- Multi-factor authentication

In these circumstances, staff will:

- Use all mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use personal phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using personal phones to contact parents. If necessary, contact must be made via the school office or nominated out of hours member of SLT.

3.4 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the TKAT Disciplinary policy for more information.

Confiscation as a sanction can be an effective deterrent for a specific pupil or a general deterrent for all pupils at the school

4. Use of mobile phones by pupils

There may be specific circumstances under which a pupil needs to bring a mobile phone to school, for instance:

- parent/carer expectations
- if they are travelling to school by themselves
- are part of certain groups of pupils (such as young carers) that may need access to a mobile
- behaviour or safeguarding risks which may require access to a mobile phone

Pupils who are allowed to bring mobile phones to school must hand in their phone to the class teacher/school office who will store them securely during the school day.

Pupils must not have them in classrooms or on their person and must not use them on the school's premises, including the playground or school field.

Apart from specific circumstances agreed with senior leaders, children should not have mobile phones in school. Other recording devices such as smart watches which may have a camera or connectivity should not be brought into school.

All schools in TKAT have a duty under the Children and Families Act 2014 to have arrangements in place to support pupils with medical conditions. In meeting this duty, the governing body, proprietor or management committee must have regard to the TKAT Supporting pupils with medical conditions policy. In some circumstances, supporting a pupil with their medical condition can involve the use of a mobile phone. For example, pupils with diabetes might use continuous glucose monitoring with a sensor linked to their mobile phone to monitor blood sugar levels. Where mobile phone use allows pupils to manage their medical condition effectively, it would not be reasonable for a school to prevent this.

5. Use of mobile phones by parents, volunteers, visitors and contractors

Parents 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 his/her personal mobile during the day. Parents, 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, or of their own child taking part in a school performance, unless it is agreed by the school.
- Not using phones in lessons, or when working with pupils. If visiting a classroom as a volunteer, governor, specialist professional etc, visitors must adhere to the guidelines outlined in section 3.
- Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at the school office or attend a public event at school.
- Where the school chooses to allow the recording of images by parents at a school event it will be made clear that images may only be recorded for personal use and should not be shared on social networking sites or other websites that are accessible by the general public.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Contractors should be asked to:

- Limit their use of mobile phones to areas where pupils are not in earshot of conversations
- Ensure all conversations are respectful and do not use inappropriate language
- Refrain from using recording or photographic apps while pupils are either visible in any photo or able to be recorded.
- Refrain from using mobile phones in their breaks to watch video or other on-line materials.
- Keep their mobile phone on their person at all times so pupils cannot pick them up or use them.

Wording has been supplied in appendix 1 for schools to use for posters around school, and handouts for visitors.

6. Loss, theft or damage

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.

Lost phones or phones without a clear owner should be returned to the school office. The school will then attempt to contact the owner.

Pupils bringing phones to school by agreement with senior leaders (as detailed in section 4) must ensure that phones are appropriately labelled, and are handed in on arrival to school to be stored securely.

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.

7 Monitoring and review

This policy will be reviewed by the Board of Trustees when Government guidance changes or where an incident requires it. They will check its impact through, for instance,:

- Feedback from teachers
- Regular parent/carer and pupil feedback
- Reviewing records of behaviour incidents involving mobile technology
- Ensuring the school's Computing and PSHE Curriculum provides up-to-date and age-appropriate learning for pupils in the use and risks of mobile technology.

Appendix 1: Template mobile phone information slip/poster for visitors

Print out copies of this slip to give to visitors when they arrive at your school or use the text for a poster for display around the school

Use of mobile phones in our school

Visitors to our school are not permitted to make or receive calls, send texts, take photos or record videos while children are present. Use of personal mobile phones must be restricted to areas of the school where pupils are not present.

- Please keep your mobile phone on silent/vibrate, and stored away while on the school grounds.
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room/off site.
- Do not take photos or recordings of pupils or staff.
- 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.