



# FRAYS

*Academy Trust*

## **Frays Academy Trust Mobile Phone Policy**

**Date Ratified: July 2026  
Review Date: July 2029**

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## Approval

|                                     |                  |
|-------------------------------------|------------------|
| <b>Signed by Chair of Directors</b> |                  |
| <b>Date of Approval/Adoption</b>    | July 2026        |
| <b>Date of Review</b>               | <b>July 2029</b> |

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This policy will be subject to ongoing review and may be amended prior to the scheduled date of the next review in order to reflect changes in legislation, statutory guidance, or best practice (where appropriate).

To enable continuous improvement, all readers are encouraged to notify the author of errors, omissions and any other form of feedback.

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## 1 Introduction

At Frays Academy Trust 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. This means that our schools will be mobile phone-free environments by default and anything other than this will be by exception only.
- 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 and behaviour

## 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

- Headteacher/SLT: Responsible for monitoring the policy and holding staff/pupils accountable.
- Staff: Responsible for consistently enforcing the policy and reporting any breaches or safeguarding concerns immediately.
- Parents/Carers: Responsible for supporting the school's rules and following correct communication channels (via the school office) rather than contacting staff or pupils directly on personal devices
- All staff (including teachers, support staff and supply staff) are responsible for consistently 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 Chief Operating Officer is responsible for monitoring the policy every 3 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

To ensure professional standards and safeguarding:

- Personal Use: Staff are not permitted to use personal mobile phones during contact time or in any space where children are present (e.g., classrooms, playgrounds).
- Storage: Phones must be kept on silent/switched off and out of sight (e.g., in a drawer or handbag) during lesson time.
- Permitted Areas: Use is restricted to non-contact time in staff-only areas (e.g., staff room, offices, empty classrooms).
- Photos/Videos: Staff must never use personal devices to photograph or record pupils. All legitimate school media must be captured on school-owned equipment (e.g., school iPads).
- Smart Watches: Staff use of smartwatches must be limited to timekeeping during contact time. Using them for messaging/notifications while teaching is not permitted.
- Exceptions: In exceptional circumstances (e.g., acutely ill relative), staff may request permission from the Headteacher/SLT to keep their phone accessible. It is also recognised that staff need to use their devices for Two Factor Authentication for some school systems.
- Staff will use their mobile phones in an appropriate and professional manner, in line with our Code of Conduct and IT Acceptable Use Agreement.

#### **4.1 Data protection and safeguarding**

Staff should refer to the Data Protection Policy and the IT Acceptable Use Agreement for further information. 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, in line with our Code of Conduct, Social Media Policy and the IT Acceptable Use Agreement. 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.

#### **4.2 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, use of multi-factor authentication, emergency evacuations, supervising off-site trips/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

#### **4.3 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 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

#### **4.4 Sanctions**

Staff that fail to adhere to this policy may face disciplinary action. See the Trust's Disciplinary Policy for more information.

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

Our schools are mobile phone-free environments by default and anything other than this will be by exception only. This means that pupils must not routinely bring mobile phones to school at all. Smartwatches (devices with internet access or camera/messaging technology) are not permitted. Only analogue or digital watches without smart features are permitted.

- Children who walk to and from school without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone to school but must hand it in at the start of the day and collect it at the end of the day. Each school will specify where it is to be handed in. Parents and children must complete and sign the Mobile Phone Acceptable Use agreement.
- Parents and carers need to be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.
- We would also like to alert parents and carers to the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.

- Mobile phones handed in by children will be locked away safely. Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are properly insured. It is recommended that pupil's phones are security marked and password protected.
- Children are not allowed to bring mobile phones into any other areas of the school.
- Any mobile phones discovered to have been brought into the school and not handed in will be confiscated immediately. Parents or carers will be asked to collect the mobile phone from the school office.
- Children are not allowed to carry mobile phones on any school trips.
- If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents or carers will be asked to collect it from a member of the senior leadership team. In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence the phone will be handed over to the school's safeguarding lead or to the head teacher for further investigation and the parent or carer asked to collect it from them.

### **5.1 Adaptations and reasonable adjustments**

There may be exceptional circumstances where we will consider making adaptations or reasonable adjustments to this policy for specific pupils and these will be considered on their own merits. This could include managing a medical condition or related to a specific special educational need. If this is the case, the exception will be recorded in the appropriate plan, as set out in the SEND policy and the Supporting Children with Medical Conditions policy.

### **5.2 Sanctions and confiscation**

To ensure this policy is robust, the following sanctions apply:

- **Confiscation:** If a pupil is seen with a mobile phone or restricted device during the school day, it will be confiscated immediately.
- **Storage:** The device will be handed to a senior member of staff and stored securely in the school office.
- **Return:** The device will not be returned to the pupil. A parent or carer must collect it from the school office.
- **Searching:** Under the Education and Inspections Act 2006, the Headteacher and authorised staff have the statutory power to search for and confiscate items banned by the school rules, including mobile phones.
- **Inappropriate Content:** If a pupil is found taking photos/videos, this is a serious breach of the Behaviour Policy. If indecent images or cyber-bullying material are suspected, the device will not be returned until the issue is resolved, and the police/safeguarding leads may be involved.

### **5.3 Liability**

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and handed in. 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 should be returned to the school office. The school will then attempt to contact the owner.

## **6 Use of mobile phones by parents/carers, volunteers and visitors (including governors and contractors)**

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 Monitoring and review**

The Trust is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the Trust will take into account feedback from parents/carers and pupils and staff, as well as records of behaviour and safeguarding incidents. If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher in a timely manner.

## Appendix 1: Year 6 Mobile Phone Agreement

At XXXX Primary School, we want everyone to be safe and happy. We know that mobile phones are useful for staying safe when you walk home alone, but they can cause problems at school.

To bring your phone to school, you must agree to these rules along with your parents.

1. **The "Who" Rule**
  - **Only Year 6 pupils** are allowed to bring a phone
  - You are only allowed to bring one if you have permission to **walk to or from school on your own**.
2. **The "Gate" Rule**
  - **OFF:** You must switch your phone **OFF** *before* you walk through the school gates in the morning
  - **ON:** You can only switch it back **ON** *after* you have left the school gates at the end of the day
3. **The "Hand it in" Rule**
  - Your phone must be handed in. It must not be in your pocket, tray, or on your desk.
  - **Do not** use it in the playground, toilets, or classroom.
4. **No Smartwatches**
  - **Smartwatches (like Apple Watches) are NOT allowed**
  - If your watch can send messages, take photos, or connect to the internet, please leave it at home.
  - You are allowed to wear a normal digital or analogue watch that just tells the time.
5. **No Photos or Videos**
  - **NEVER** use your phone to take photos or videos of other children or staff at school.
  - This is very serious. We need to protect everyone's privacy.
6. **Your Responsibility**
  - **Look after it:** The school is **not responsible** if your phone gets lost, stolen, or broken. You bring it at your own risk.

### What happens if I break the rules?

If a teacher sees your phone or if it rings during the day:

- **Confiscation:** The teacher will take your phone immediately and it will be safely locked away.
- **Parents Collect:** You will **not** get it back at the end of the day. Your parent or carer must come to the school office to collect it.
- **Your behaviour:** If you take photos or use your phone to be unkind (cyber-bullying), your parent/carers and the Headteacher will be involved, and you might lose the right to bring your phone to school.

### My Promise

I have read the rules above. I understand that having a phone at school is a privilege.

|                          |  |
|--------------------------|--|
| Pupil Name:              |  |
| Pupil Student Signature: |  |
| Parent Signature:        |  |
| Date:                    |  |



## Appendix 2: Template mobile phone information slip for visitors

Print out and cut copies of this slip to give to visitors when they arrive at your school.

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

Our school is a mobile phone-free environment

- 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 [insert location]
- 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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### **Appendix 3: Use of mobile phones – guidance for volunteers on school trips**

Thank you for volunteering to help on our trip. During the trip we ask that you follow the guidelines below in accordance with the school's mobile phone policy:

- Personal phones should only be used to contact staff members or volunteers on the trip, the campus or emergency services. If possible, these calls should be made away from pupils.
- Personal phones must not be used for any purpose other than school business for the duration of a day trip. On residential trips this will apply while the member of staff or volunteer is on duty. This means that personal calls or texts must not be made or accepted. Staff and volunteers should ensure that next of kin are provided with the campus number so that in an emergency the school is contacted and will make contact with the relevant person through the trip leader.
- If it becomes necessary for a member of staff or volunteer to make a personal call, then the trip leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from sight and sound of any pupils.
- Personal mobile phones must not be used under any circumstance to take photographs or videos of pupils. Volunteers are asked to set an example for the duration of the trip and therefore must not take photos or videos of any pupils, including their own child, using a mobile phone or any other mobile device, e.g. cameras or ipads, without the express permission of the trip leader. Volunteers may be asked to take photographs of their group using a school device – this must be passed back to the trip leader at the end of the trip.
- The trip leader may ask volunteers to provide them with their mobile phone number for the duration of the trip so that they can be contacted in case of emergency. The trip leader undertakes to ensure that these numbers are not held on any mobile device or in any written form after the end of the trip.
- It is advised that if the trip leader is using her or his own mobile phone, then if they need to contact anyone during the trip they do so by pre-dialling 141 (some mobile providers use a different prefix – volunteers are advised to check this with their provider) before the number so that their own number remains protected.
- If you have any questions regarding these guidelines please speak to the trip leader.
- Thank you for your support and co-operation to ensure the safety of all our pupils.