

The logo for IncludEd Learning features the word "IncludEd" in teal and "Learning" in purple, both in a bold, sans-serif font. Below the text is a line-art illustration of three stylized human figures holding hands, also in purple. The entire logo is enclosed within a thin purple rectangular border.

IncludEd Learning

Independent Specialist Education Provider



MOBILE PHONE POLICY 2026-2028

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→ 1. Introduction and Aims

At IncludEd Learning 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:
 - Online Safety Policy
 - Communication and Behaviour Policy
 - Home-School Agreement - Code of Conduct
 - Safeguarding and child Protection Policy
 - Social Media 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
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

→ 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 includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

→ 3: Roles and Responsibilities

All staff (including teachers, support staff and supply 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 head of school is responsible for monitoring the policy and reviewing it every two years, 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

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

4.1 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. 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's 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 dependents or family members

The 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 07380292211 or 07380484818 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 school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini). Please see for further information.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by 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. Please see ICT-and-Acceptable-Use-Policy.

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.

4.4 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:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising 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.

4.5 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

4.6 Sanctions

- Staff that fail to adhere to this policy may face disciplinary action.
- See the school's staff disciplinary policy for more information.

→ 5: Use of Mobile Phones By Pupils

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.

Pupils must not use their 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).

Pupils are allowed to bring a mobile phone to be used on their journey to and from school.

Staff at the school will

- Staff will collect mobile phones on arrival
- Phones will be kept in a secure location during the school day.

There will be consideration for pupils with specific medical needs (for example, for diabetic pupils who use continuous glucose monitoring systems that connect to a smart device).

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.

5.1 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 prohibited throughout the teaching day as pupils may be able to use a smartwatch to communicate via text, even if their phone is secured elsewhere.

- Smartwatches are often smaller than mobile phones and at a distance look similar to regular watches, so might be easier to conceal
- Smartwatches can be more fragile than mobilephones, so any confiscation / storage procedures may need to be modified to safely accommodate them

5.2 Exceptions for special circumstances

There may be some pupils will be permitted to possess, or use, a mobile phone/smart device in school

For instance:

- Young carers who need to be contactable
- Pupils with diabetes who use their phones to monitor their blood glucose levels
- Some sixth-form pupils

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 head of school.

Any pupils who are given permission must then adhere to the school's [code of conduct / acceptable use agreement] for mobile phone use (see Appendix 1).

Sixth-form pupils may be allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones or smart devices out of sight of younger pupils, off the school premises. Misuse of mobile phones or other devices by pupils in the sixth form will lead to sanctions according to our behaviour policy.

5.3 Sanctions

Any pupil in breach of this policy will:

- have their mobile phone/smart phones (any technology that is not permitted) confiscated? (Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006).
- If they are confiscated, a parent/carer will have to come to the school to collect them at a convenient time.

Headteachers can confiscate mobile phones and similar devices for a length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#).

Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). 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).

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

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether pastoral support, an early intervention, or a referral to children's social care is appropriate

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:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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 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 the advisory panel 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, when working with pupils or while children are present

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, 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 on 07380292211/07380484818 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 make sure that their phones are switched off and ready to be stored away securely in the office 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.

Confiscated phones will be stored in the school office / other appropriate location in a secure location / locked cabinet.

Lost phones should be returned to a member of staff. The school will then attempt to contact the owner.

→ 8: 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: [Code of conduct / acceptable use agreement] for pupils allowed to bring their phones due to exceptional circumstances

[Pupil code of conduct / 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 throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to for a specific reason.
2. Phones 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 school staff/pupils.
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 or otherwise to act in breach of the school's Communication and Behaviour Policy]. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by making or sharing nudes or semi-nudes (including AI-generated images or 'deepfakes')
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
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 school'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 school'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.

Signed Parent/Carer:		Date:
Signed Pupil:		

Appendix 2:

Permission Form Allowing a Pupil to Bring Their Phone to School

Pupil name:	
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Pupils are allowed to bring a mobile phone to be used on their journey to and from school.

Staff at the school will

- Staff will collect mobile phones on arrival
- Phones will be kept in a secure location during the school day.

IncludEd Learning has agreed to allow your child to bring their mobile phone to school because they:

- Travel to and from school alone

I agree to abide by the school's policy on the use of mobile phones and to hand in the phone to a member of staff upon arrival at school.

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

Signed Parent/Carer:		Date:
Signed Pupil:		

Appendix 3: Mobile Phone Information For Visitors

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 outside the front gate.
- Do not take photos or recordings of pupils (unless it is your own child), or staff.
- Do not use your phone in lessons, when working with pupils or while pupils are present.

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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