



Cabot
Learning
Federation

MWA Mobile Phone Policy 2026-27

Date Approved: September 2026
Approved By: Board
Review Frequency: Annually
Date of Next Review: September 2027

History of most recent Policy changes

Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
Date	E.g. Whole Document	Detail of change	Reason for change
June 2026	Whole Document	New Policy	New statutory guidance on mobile phones in schools

Contents

History of most recent Policy changes.....	2
Contents.....	3
1 Policy Statement.....	4
2 Equalities Impact Assessment	4
3 Reference to other relevant policies and guidance.....	4
4 Roles and Responsibilities	4
5 Data Protection Implications	5
6 Use of Mobile Phones for Staff.....	5
7 Use of Mobile Phones by Pupils	7
8 Use of Mobile Phones by parents/carers, volunteers and visitors.....	9
9 Loss, theft or damage	10
10 Monitoring and review	10
Appendix One.....	Error! Bookmark not defined.

1 Policy Statement

At Monkton Wood Academy, we are committed to maintaining a mobile phone-free environment for students. Mobile phones are only permitted where there is a confirmed medical or safeguarding need, and any approved use must be safe, responsible and lawful. This policy provides clear expectations and guidance for pupils, staff, parents/carers, visitors and volunteers, and supports the effective implementation of the school's wider policies, particularly those relating to safeguarding and behaviour.

2 Equalities Impact Assessment

An Equalities Impact Assessment has been carried out. The assessment concluded that there was no adverse impact identified for any groups of people with protected characteristics / or / there was potential adverse impact identified for some groups of people with protected characteristics and mitigations are in place to reduce that impact.

3 Reference to other relevant policies and guidance

This policy should be read in conjunction with existing trust-wide and academy policies including (but not limited to) the following policies:

- Keeping Children Safe in Education 2026
- Behaviour Policy
- Communication Policy
- Anti-Bullying Policy
- Exclusions and Suspensions Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding Policy 2026
- Online Safety Policy

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](#), [Equality Act 2010](#) and [Education and Inspections Act 2006](#).

4 Roles and Responsibilities

Board

The Board is responsible for approving the CLF template policy.

Executive Team

The executive team provides strategic oversight, ensures compliance, and monitors the consistent and effective implementation of the mobile phone policy.

Academy Councillors

The Academy Council is responsible for approving local adaptations to the CLF template policy and monitoring its implementation and effectiveness.

Principal

The Principal is responsible for the consistent implementation, day-to-day management, and effectiveness of the mobile phone policy

All Staff

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. Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

5 Data Protection Implications

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).

Further guidance on data protection, online safety and the appropriate use of technology can be found in the school's Data Protection Policy, ICT Acceptable Use Policy and Online Safety Policy.

All staff and pupils are expected to adhere to these policies at all times. This includes ensuring that personal data is handled lawfully and that technology is used in a way that safeguards pupils.

In line with ***Keeping Children Safe in Education (KCSIE)***, the school recognises that the use of mobile phones and other devices can present risks to safeguarding, including the sharing of harmful or inappropriate content, child-on-child abuse and the misuse of artificial intelligence (AI) to create, manipulate or distribute content. This includes self-generated content, intimate images or videos, AI-generated images, deepfakes and other digitally altered material that may cause harm, distress or exploitation. Pupils will be supported through education and the curriculum to understand these risks and to use technology safely, responsibly and respectfully.

6 Use of Mobile Phones by Staff (including visitors and volunteers)

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 environment by default; anything other than this should be an exception only.

Staff (including trainee teachers, volunteers, contractors and anyone else otherwise engaged by the school both paid and unpaid) are not permitted to use their personal mobile phone during the school day, in the presence of children or in communal spaces that children have access to during the day. Use of mobile phones for personal reasons must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

If Academy staff need to be contactable during the school day (e.g. as an emergency contact for their own child's school) then the school's main phone number (01823 412396) should be given as their emergency contact number.

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

6.1 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff members who are also parents of children in the school may wish to share their contact details with the parents of their children's school friends. In these cases, staff members should inform their line manager of these arrangements, in writing (email is sufficient). Staff members who are parents should not share their contact details with their child's school friends.

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 / school trip / activity, this must be done using school equipment.

Staff must adhere to the CLF Code of Conduct, by declaring any existing or potential relationships with pupils or their families that extend beyond their professional role. This includes, but is not limited to, family friendships, sports coaching, community activities or any other regular contact outside of the school environment.

6.2 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 purposes. 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.

6.3 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 school 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.

6.4 Sanctions

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

7 Use of Mobile Phones by Pupils

Pupils must not have access to their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Where pupils bring mobile phones to school, these must be **kept switched off and in their school bag** throughout the day and as soon as they enter the school gates. Students may not keep their phone in their pockets or tucked into their clothes. If a child has brought their phone to school without a school bag to put it into, they will be given a secure pouch to store their phone in without access. They may also ask for their phone to be stored in their Head of House office.

We ask that all parents remove their child's temptation to access their mobile phone by using a parental control app, such as Life360 or Apple Family Sharing.

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

7.1 Use of Wearable Technology by pupils

The DfE's [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Wearable technologies (such as smart watches and glasses) are treated in the same way as mobile phones under this policy, as many devices have the capability to send and receive messages, access the internet and record audio or images. Pupils are not permitted to use wearable technology during the school day. Where wearable technology are brought onto the school site, they must be removed and placed in the child's bag. Exceptions may be agreed by the Principal or their delegate where there is a clear medical or safeguarding need, in line with the school's procedure.

7.2 Exceptions for special circumstances and for sixth-form pupils

The approach adopted by the school has been designed to be both practical to implement and effective to monitor, ensuring consistency and safeguarding across the Academy. The Academy will make reasonable adjustments to support pupils who require access to a mobile phone device for medical or safeguarding reasons, such as those using devices linked to health monitoring systems. These adjustments will be detailed on the child's Individual Health Care Plan (IHCP). Children with permission to have their phone out during the day for medical reasons (e.g. to monitor their blood sugar) may not use any other functionality of their phone during the day.

A parent who wishes to seek an exemption for any reason other than medical should contact the Academy at info@mwa.clf.uk

Sixth Form pupils are allowed to access to their mobile phones during the school day in defined spaces, 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 of their mobile phones or smart devices out of sight of younger pupils and within the SPACE building only. Misuse of mobile phones or other devices by pupils in the sixth form would lead to sanctions according to the Behaviour Policy.

7.3 Sanctions and risk assessment

The school operates a graduated risk assessment approach to children persistently breaking the rules of the mobile phone policy.

Stage 1 – universal school rules

Stage 2 – repeated logs for media misuse OR single, serious one-off media misuse incident

Stage 4 – persistent harm caused by media misuse

Children at stage 1 will be given a media misuse negative point, if their phone is seen outside their bag during the school day.

Children at Stage 2 will be required to put their phone into a secure pouch for the remainder of the day. Parents will be informed of this action via an MCAS message.

Children at Stage 3 will be required to attend their child's Head of House office at the start of the school day to either lock their phone away, or to put their phone into a secure pouch if they wish to keep it with them. This arrangement will be detailed on their pastoral support plan and reviewed at regular intervals.

7.3.1 Searching, Screening and Confiscation

In line with DfE guidance on Searching, Screening and Confiscation, staff may search a pupil's mobile phone where there is reasonable cause to suspect misuse or risk of harm. Any action

will be proportionate and in line with safeguarding procedures, with appropriate steps taken where concerns are identified, including involvement of the DSL and communication with parents/carers.

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)

7.3.2 Behaviour indicating a risk of harm

A student's media misuse 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 (Name of Academy) Safeguarding Policy. This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate.

7.3.3 Criminal conduct

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:

- 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

8 Use of Mobile Phones by parents/carers whilst on site

Parents 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, when on site, should follow the same rules as staff. They should not use their mobile phone in sight of other children or when engaging in the work of the school (e.g. in a meeting with staff).

In particular, parents must not:

- Take photographs or videos of any students or staff
- Make audio recordings, with or without the knowledge or permission of other adults present

Parents/carers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

9 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.

Students are reminded of the rules around mobile phone, including information about loss or damage to phones left in the care of school staff, at the start of every school term. Staff are encouraged to note the condition of phones submitted into their care. Where a phone is in a poor condition, staff may refuse to accept responsibility for caring for the phone and will instead expect the child to take responsibility for the phone themselves by storing it in a secure pouch.

Lost phones should be returned to main reception where they will be secured until claimed.

Students claiming a lost phone will be asked to identify their phone (e.g. by describing the image on their lock screen) before it can be given back to them.

10 Monitoring and review

The school is committed to ensuring 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 Department for Education, the local authority and any other relevant organisations