



Mobile Phone Policy

Westbury House School

September 2026

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Contents

1. Introduction and aims	3
2. Relevant guidance	3
3. Roles and responsibilities	3
4. Use of mobile phones by staff	4
5. Use of mobile phones by pupils.....	6
6. Use of mobile phones by parents/carers, volunteers and visitors.....	7
7. Loss, theft or damage	8
8. Monitoring and review	8
9. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances.....	9
10. Appendix 2: Permission form allowing a pupil to bring their phone to school.....	10
11. Appendix 3: Template mobile phone information slip for visitors.....	11

1. Introduction and aims

At Westbury House School 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
- 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 & Safeguarding, Behaviour & Discipline, Online Safety and Acceptable Use Agreements.

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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

2. Relevant guidance

This policy meets the requirements of the Department for Education's statutory guidance on Mobile Phones in School (2026) and the children's wellbeing and Schools Act 2026. Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

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 Headteacher is responsible for monitoring the policy annually, 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

The DfE's statutory 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 phones should be locked away during the day. Phones are not permitted in the Nursery rooms and should be kept in lockers provided.

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, 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 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 dependents or family members

The headteacher 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: 02089425885 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).

Further guidance is shared in Online Safety and Acceptable Use Agreements..

4.3 Safeguarding

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.

Further guidance is shared in Online Safety Staff Acceptable User Agreement Policy in point 12

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 may access the school internet following guidance in Online Safety and Acceptable Use Agreements.

4.4 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:

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

Further guidance can be found in the Educational Visits Policy

- 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 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

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's Staff Code of Conduct for more information.

4.7 Use of smartwatches by staff

The restrictions governing personal mobile phones also apply to smartwatches and other wearable smart technology. The school recognises that staff wear smartwatches for timekeeping, health tracking, or biometric purposes, and does not prohibit them from being worn. However, to ensure compliance with safeguarding and data protection requirements:

- Airplane Mode / Disconnection: Smartwatches must be placed into 'Airplane Mode' or have their Bluetooth and Wi-Fi connectivity completely disconnected during contact time when children are present. This ensures that personal notifications, messages, and alerts do not appear on the watch face in front of pupils.
- Notifications & Disruption: Staff must ensure that smartwatches do not cause disruptions during lessons or duties. Reading or responding to personal messages, emails, or notifications on a smartwatch during contact time is strictly prohibited.
- Recording & Media Capabilities: Staff must never use a smartwatch to take photographs, record audio, or capture video of pupils, nor may they use a smartwatch to process or view any personal pupil data.
- Sanctions: Failure to comply with these restrictions will be treated in the same manner as a mobile phone policy breach and may result in disciplinary action under the Staff Code of Conduct.

5. Use of mobile phones by pupils

The DfE's statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

5.1 Exceptions

Pupils may only bring a mobile phone to school if:

- Parents have given written permission
- Pupils are travelling to and from school by themselves
- Pupils are Young Carers who need to be contactable
- They have a medical condition which requires an app to monitor their condition e.g. diabetes
- It is handed in to Office Staff on arrival and issued on leaving school at the end of the day

5.2 Use of smartwatches by pupils

The DfE's [statutory](#) Mobile Phones in Schools(2026) guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their 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 smart watches have wellness and health-related features.

Pupils may **not** be permitted to wear Smartwatches.

5.3 Sanctions

If a pupil is in breach of this policy.

- The mobile phone or smart watch will be confiscated and parents can collect at the end of the school day (Schools are permitted to confiscate phones from pupils under [sections 91 and 94](#) of the Education and Inspections Act 2006)
- Sanctions for mobile phone misuse will be in line with the school behaviour policy and anti-bullying policy
- In a meeting with parents, it may be appropriate to conduct a search of the pupil's device for content that was in breach of the policy such as inappropriate images; images taken without consent; offensive messages/communications or access to harmful information
- If staff become aware that a mobile device has been used in class/school, they should alert a member of SLT. The DSL or Headteacher will then conduct a search of the device with a parent present.
(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 staff 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 will be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, 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 Part 1 of [Keeping Children Safe in Education](#)

6. Use of mobile phones by parents/carers, volunteers and visitors

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/making calls in lessons, when working with pupils or in an area with pupils 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, 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. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are clearly named and handed in to the school office on arrival.

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 and from school.

School will ensure pupils, parents/carers, visitors and contractors are aware of the disclaimer above.

- Signs on display in the school entrance
- Disclaimers are included in permission forms for bringing a phone to school
- Disclaimers are included in the home-school agreement
- A copy of the policy and disclaimer is given to new parents/carers

Confiscated phones will be stored in a secured cabinet in the Headteacher's Office. The Headteacher will be responsible for this phone until handed over to the parents.

Lost phones should be returned to the School Office Manager. The school will then attempt to contact the owner.

8. 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, pupils and staff
- Records of behaviour and safeguarding incidents
- The effectiveness of the school's IT web-filtering and monitoring systems (in line with Keeping Children Safe in Education requirements), ensuring that pupil mobile devices cannot bypass school safeguarding networks via personal 4G/5G hotspots while on site.

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher: head@westburyhouse.surrey.sch.uk, in a timely manner.

9. Appendix 1: Pupil Mobile Phone Acceptable Use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Pupil Mobile Phone Acceptable Use Agreement

You must obey the following rules if you bring your mobile phone to school:

1. You must hand your phone in to the School Office on arrival.
2. Phones must be switched off (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Do not share your phone's password(s) or access code(s) with anyone else.
6. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
7. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
8. 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.

Pupil Name	
Pupil Signature Parent Signature	

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:
List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- ☐ Travel to and from school alone
- ☐ Are a young carer
- ☐ Need the phone to support their medical needs
- ☐ Attend a before- or after-school activity where a mobile phone is required to contact parents/carers
- ☐ Other

—

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Acceptable Use Agreement.

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

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Mobile Phone Guidance for Parents & Visitors



Parent Expectations

Acceptable Use of Technology at Westbury House School



- Please keep your phone turned off or on 'silent' at school
- Please do not make calls whilst on site
- Please ask permission before taking any photographs or videos on site and avoid capturing any other children other than your own
- **No photographs or videos** should be uploaded to social media channels, but should be kept for own private use
- Parents and visitors may not access school wi-fi or use school devices without permission