



Bottesford Schools Federation

Mobile Devices Policy

Approved by:

Miss R Busby – Executive Headteacher

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1. Rationale

Bottesford Schools Federation recognises that mobile phones (including smart phones) and other electronic devices such as tablet computers and smart watches are an important part of everyday life in modern Britain. However, such devices can disrupt learning and create other issues such as cyber bullying.

This policy aims to:

- Make clear the school's position on mobile phones and other electronic devices
- Acknowledge the guidance issued by the DFE
- Provide guidance to staff to be positive role models for our children with regards to the use of mobile phones and other electronic devices
- Support the Child Protection policy

2. Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy. Volunteers, or anyone else engaged by the school, must alert a member of staff if they have a concern that this policy is not being enforced or complied with.

3. The Use of Mobile Phones and devices by Staff

Bottesford Schools Federation acknowledges that staff and other adults that come into contact with our pupils are role models for expected behaviour. Therefore, it is important to outline the main conduct expectations of staff with regards to mobile phones and digital devices (Please also see 'Device and Technology acceptable use agreement for more details):

3.1 Personal Mobile Phones and devices

Staff may need to use their personal mobile phone for work activity, such as accessing emails or using authentication applications. Staff may wear a watch that has smart features. Staff are encouraged to act responsibly when using their personal devices by:

- Not making or receiving personal phone calls/messages in areas where pupils are or could be present from phones or other devices
- Not taking photographs of children on personal mobile phones or other devices
- Advising the senior leadership team if there are circumstances during the school day where they may need to make or accept calls (e.g. their child or another dependent is unwell). Staff may also wish to leave their phone with the admin team if they are expecting an urgent, unavoidable call.

Staff who use their personal mobile phone, or other electronic device such as a tablet computer, for work email must have adequate protection in place to protect the sensitive data that email can contain, including a passcode of at least 6 digits long to unlock the device.

Should the device be lost or stolen, they must inform the Executive Headteacher, or a member of the SLT, at the earliest opportunity so that steps can be taken to ensure sensitive data from emails remains secure.

3.2 Safeguarding

Staff must not use their mobile phones or other devices to take photographs or recordings of pupils 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, this must be done on a school ipad.

3.3 Data protection

Staff must not use their personal mobile phones or other devices to process pupil data, or any other school information, including entering such data into generative artificial intelligence (AI) tools.

3.4 Using personal mobile phones 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:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential trips

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner at all times
- Not use their phones to take photographs or recordings of pupils, or anything which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or by dialling '141' in front of the phone number in order to hide their personal mobile number.

4. Use of Mobile Phones and other devices by Pupils

Bottesford Schools Federation are 'Phone Free' sites. This means that pupils' phones should not be seen, heard or used during the school day. In addition, pupils are not permitted to bring other electronic devices with them to school e.g. personal tablets.

However, we recognise that some key stage 2 pupils and their families may rely on mobile phones as a safety measure where children travel to and from school independently. Where this is the case, key stage 2 pupils may bring a mobile phone with them providing the following conditions are met:

- It is a day where the key stage 2 child is travelling independently.
- Upon arrival at school, the mobile phone is switched off at the school gate and placed into the class phone box.
- The mobile phone is stored in the class mobile phone box during the school day.
- The mobile phone is only returned to the key stage 2 child at the end of the school day and must not be switched back on, until they leave the school premises
- Parents/guardians have signed, and returned, the mobile phone consent letter prior to bringing a mobile phone to school.

MOBILE PHONES AND OTHER DEVICES WILL NOT BE PERMITTED ON TRIPS, INCLUDING RESIDENTIALS UNDER ANY CIRCUMSTANCES

4.1 Smart watches

Bottesford Schools Federation recognises that many watches have smart features. If a pupil is wearing a smart watch, all smart devices must be disabled throughout the school day. If this rule is not followed, it will be considered a breach and will be acted on using the procedure below.

4.2 Pupils in Breach of this Policy

Pupil mobile phones and other electronic devices (such as tablets and smart watches) are prohibited items in school other than under the circumstances described in 4.0 & 4.1 . Where pupils are in breach of the policy the following process should be followed:

- (If appropriate) a reminder of the conduct expectations and an opportunity to comply with the policy.
- Confiscation of the device and parents/carers advised. The device is then stored in a secure location away from the classroom
- The device is only returned to the parent or carer of the child.
- Sanctions, where necessary, may be issued in line with the school's behaviour policy.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. This conduct is taken extremely seriously and other agencies such as the police will be involved where necessary. This conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing of nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or text directed at someone on the basis of their ethnicity, religious beliefs or sexual orientation

4.3 Communicating with parents/carers

It is expected that the Executive Headteacher will communicate this policy to parents/carers. Where a pupil joins mid-year, parents should be advised of this policy.

Where there has been a breach of this policy by a pupil, the school must advise parents/carers at the earliest opportunity before the end of the school day.

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

Parents/carers, volunteers and visitors (including governors and contractors) must adhere to this policy as it applies to staff if they are in the school during the school day.

This means:

- Not taking pictures or recordings of pupils (or anything that could identify a pupil), unless it is their own child – when taking photos and videos of school events e.g. concerts and shows, parents must not share images on social media. This message will be re-shared at the start of school events.
- Not using phones in lessons, or when working with pupils

Parents/carers **must** use the school office as the point of contact if they need to get in touch with their child during the school day.

6. Loss, theft or damage

The school accepts no responsibility for mobile phones or other electronic devices (such as tablets and smart watches) that are lost, damaged or stolen whilst on the school premises or while pupils are travelling to and from school.

7. Adjustments to this policy

The Executive Headteacher and governing board may adjust this policy on a case by case basis where they deem this to be appropriate. Circumstances could include, but are not limited to, where a mobile phone is used for medical purposes (e.g. the tracking of blood sugar levels for a diabetic child). This adjustment must be recorded on Arbor.