



Mobile Phone Use Policy (Ref 40MPMPU)



# Mosaic Partnership Trust

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### History of most recent Policy changes

Version	Date	Page	Change	Origin of Change
V1.0	02/02/2026	Whole Document	N/A – New Policy	To provide clarity to children, parents, staff and all stakeholders on the Trust approach to mobile phones.



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***The following policy applies to staff of the Mosaic Partnership Trust (Centrally employed Staff) and the Mosaic Partnership Trust Schools (School based Staff). The policy also covers Members and Trustees.***

### 1.0 Introduction and aims

1.1 At the Mosaic Partnership Trust we recognise that mobile phones and similar devices, including smartphones, may be an important part of everyday life for our children, 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 children, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

1.2 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.

### 2.0 Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [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

#### 3.1 The Trust board

The Trust Board has overall responsibility for approving the mobile phone policy and delegates this to the Audit and Risk Committee for oversight. Although not a Statutory Policy, given the national interest in mobile phones particularly at child level, it is felt that this policy rests with committee rather than management approval.

The Central Team have overall responsibility for monitoring the implementation and consistent application of the policy.

Responsibility for approving the mobile phone policy has been delegated to the Audit and Risk Committee (ARC).

Monitoring the implementation of this policy has been delegated to the Central Team and operationally overall by the Trust Area Improvement Lead and at school level by Headteachers.



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### 3.2 Headteachers

The headteacher is responsible for ensuring staff are familiar with the policy, and holding staff and children accountable for its implementation.

### 3.3 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.

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

### 4.0 Use of mobile phones by staff

#### 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 and/or during contact time without prior permission from the Headteacher.

Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as the staffroom or rooms where children are not present, which can include a classroom after school when it has been vacated by the children).

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 which must always be agreed in advance with the Headteacher. For instance (this list is non-exhaustive):

- For emergency contact use in specific and agreed circumstances
- 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 they are unsure they should liaise with the Trust Area Improvement Lead.

If special arrangements are not deemed necessary, school staff can use the school office number 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 Bard).

More detailed guidance on data protection can be found within the MPT Data Protection policy and MPT Acceptable Use policy.

#### 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.

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 and with the necessary permissions.



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### 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:

- Use of multi-factor authentication e.g. for accessing and responding to emails
- 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 the Trust Professional Expectations and Conduct Policy
- 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 it is deemed necessary, staff can set up their mobile on both Apple and Android devices with No Caller ID. If necessary, contact can also be made via the Trust or 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 Professional Expectations and Conduct Policy.

### 4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action in line with the Trust Disciplinary Policy.

## 5.0 Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Staff will collect any mobile phones from pupils on arrival at school, store them securely throughout the day and return them to pupils at the end of the school day.

Pupils are prohibited from bringing mobile phones on residential and/or school trips.

### 5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone 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.



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Mosaic Partnership Trust prohibits the wearing of smartwatches to school for pupils.

### 5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis by the Headteacher and through a specific request from a parent/carer.

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

### 5.3 Sanctions

Schools are permitted to confiscate phones under sections 91 and 94 of the Education and Inspections Act 2006. If mobile phones are found in the child's possession during the day they will be confiscated immediately and will be returned to the child at the end of the school day. Parents will be notified of the confiscation on the day of occurrence, if there are repeated incidents of children found in possession of a mobile phone where the evidence suggests this is deliberate, further sanctions can be used including the suspension of the child for consistent and deliberate breach of this policy.

Staff also 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, 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](#)

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



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### 6.0 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 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.

### 7.0 Loss, theft or damage

The Trust and 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.

This disclaimer will be shared with parents via signage in the school office and it will be included in the permission forms for bringing a phone to school.

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use and this is at their own risk.

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.

Confiscated phones will be stored in a locked cupboard in the school office and become the responsibility of the school for the period of confiscation.

Lost phones should be returned to the school office. It is the responsibility of the person who has lost their phone to ask the school office if they have been handed in a phone, they should be familiar with the make, model and colour to prove that the phone is their own. The school reserves the right to check with parents/carers if there is any uncertainty as to the ownership of the phone.



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### **8.0 Monitoring and review**

This policy will be reviewed annually by Management. At every review, the policy will be approved by the Audit and Risk Committee.

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 (if appropriate)
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the school based headteacher in a timely manner.