BALLARD

BESPOKE EDUCATION

Mobile Phones and Personal Devices Policy	
Reviewed by:	**Chris Jackson – Deputy Head Pastoral**
Review Date:	**September 2026**
Next Review due:	**September 2027**

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Mobile Phones and Personal Devices Policy

1. Purpose and Safeguarding Context

This policy governs the possession and use of mobile phones and personal electronic devices by pupils, staff, volunteers, visitors and contractors, in order to:

- Safeguard children from harm, exploitation and abuse (including online)
- Reduce the risk of child-on-child abuse, sexual exploitation, grooming and sexting
- Promote positive behaviour, healthy relationships and effective learning
- Protect staff from allegations and low-level concerns
- Ensure compliance with KCSIE 2025, DfE mobile phone guidance, and school safeguarding arrangements

This policy forms part of the School's whole-school safeguarding approach and must be read alongside:

- Safeguarding & Child Protection Policy
- E-Safety and Data Protection Policy
- Behaviour Policy
- Staff Code of Conduct

2. Policy Position

The School is a mobile-phone-free environment by default.

Mobile phones and smart devices are not to be used, seen or heard during the school day, including:

- Lessons
- Transitions
- Breaktime and lunchtime

Any exception is by necessity, not convenience, and must be explicitly authorised and risk-assessed.

3. Definition of Mobile Phones and Smart Technology

This policy applies to:

- Mobile phones and smartphones
- Smart watches with messaging, calling, recording or internet capability
- Smart glasses or any glasses with recording capability
- Personal tablets or devices/emerging smart technologies that are capable of recording or sharing content or communicating with others

4. Pupils – Rules and Expectations

4.1 Possession

- **Up to Year 6**
    - Mobile phones are not permitted on site
    - Exceptions for safety or medical reasons must be agreed in advance
    - Approved phones must be handed in or secured in a Yondr pouch
    - Smart technology devices (such as smart watches and smart glasses) are not allowed

- **Years 6–11**
    - Pupils may bring a phone at their own risk.

- Smart technology devices (such as smart watches and smart glasses) are not allowed
- Phones must:
  - Be switched off
  - Be locked in a Yondr pouch or handed in
  - Remain out of sight at all times

4.2 Use and Misuse

On school site or minibuses mobile phones must never be used to:

- Take photographs, videos or audio recordings
- Access social media or messaging platforms
- Share images (including "jokes", memes, or forwarded material)

Any misuse may result in:

- Confiscation
- Behaviour sanctions
- Senior staff search (lawfully and proportionately)
- Safeguarding referral where content or behaviour raises concern

4.3 Sexting, Images and Safeguarding Thresholds

- Any incident involving nude or semi-nude images, coercion, recording or sharing must be reported immediately to the DSL
- Pupils must not be asked to delete images
- Staff must not view, forward or store images

4.4 Examinations and Trips

- Phones and smart technologies are strictly prohibited in examination rooms
- On trips:
  - Our default position is to not allow phones or smart technologies on trips
  - If there is variation, it is risk-assessed
  - All decisions regarding phones on trips will be clearly communicated to pupils and parents

5. Reasonable Adjustments and Safeguarding Exceptions

In line with the Equality Act 2010 and Sections 4 and 10 of the Safeguarding Policy, the School will make reasonable adjustments for pupils who require access to a device due to:

- Medical or health needs (e.g. diabetes monitoring)
- SEND or disability
- Safeguarding or pastoral need (e.g. young carers)

All exceptions must be:

- Authorised by the DSL or Headmaster
- Documented
- Regularly reviewed

6. Staff, Volunteers and Visitors

6.1 Staff Responsibilities

- Staff must:
  - Keep personal phones off or on silent
  - Use them only in non-contact time
  - Never use personal devices while supervising pupils
  - Never photograph or record pupils on personal devices
  - Not wear smart glasses capable of recording sound, images or video

- Staff should not use a personal phone or smart device to:
    - Take pupil images
    - Communicate privately with pupils
    - Breach boundaries

6.2 Staff Exceptions

- As agreed by the Head, there are the following exceptions to the staff rule:
    - The Designated Safeguarding Lead and Deputy Designated Safeguarding Leads should be accessible by phone call all day and therefore may use their own devices to make and receive calls
    - The School Nurse carries and uses a smartphone to be accessible at all times and monitor any relevant medical apps (e.g. blood sugar levels)
    - The Marketing Team will use a school run device to take photos of the pupils and use them for school marketing purposes only
    - Any member of staff taking a register on the school run SOCS or iSAMS systems
    - Any member of staff may use their mobile phone in an urgent or emergency situation

6.3 EYFS / Pre-Prep Specific Safeguards

In EYFS and Pre-Prep settings:

- Staff mobile phones must be stored away from pupil areas
- Only school devices may be used for photographs
- Visitors must not use mobile devices in pupil areas

7. Parents and Carers

- Parents should not contact pupils directly during the school day, including via school email
- All urgent contact must go via the School Office
- Parents must support the School's mobile-free environment to reduce safeguarding risk

8. Searching, Confiscation and Safeguarding Authority

- The School may confiscate and, where necessary, search devices:
    - Lawfully
    - Proportionately
    - In line with safeguarding duties
- Any concerns arising must be reported to the DSL

9. Monitoring, Training and Review

- This policy will be:
    - Communicated clearly to pupils, staff and parents
    - Reinforced through PSHE and assemblies
    - Reviewed annually or after safeguarding incidents
- Staff training will reinforce:
    - Online harm
    - Boundaries
    - Role of phones in grooming and child-on-child abuse

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