

## Mobile Phone & Device Policy

### DOCUMENT INFORMATION – FRONT SHEET

Please note – the generic policy will be published on the Trust website with a School specific policy published on the individual School Website. Physically printed copies of this policy may be out of date. For the most up to date policy please go to the School Website.

### POLICY DETAILS

POLICY OWNER/AUTHOR	NEW POLICY	CURRENT POLICY - REDRAFT/AMENDMENTS	
Lara Hall – Director of School Improvement	Yes	No	

### VERSION HISTORY

VERSION NO & DATE	N/A			
VERSION DETAIL & CHANGES	1			
PREVIOUS REVIEW DATE	NEXT REVIEW	REVIEW CYCLE	TBC	
N/A	August 2026			

### APPROVAL INFORMATION

DATE APPROVED/REVIEWED	APPROVED BY
No	N/A
UNION CONSULTATION REQUIRED	IF YES, PLEASE STATE DATE OF CONSULTATION
NAME OF LIFE MAT SCHOOL	Bosworth Academy

## Table of contents

<b>1. Purpose</b>	<b>3</b>
<b>2. Scope and definitions</b>	<b>3</b>
<b>3. LiFE MAT minimum standards</b>	<b>4</b>
<b>4. Local school implementation choices</b>	<b>4</b>
<b>5. Expectations and rules</b>	<b>5</b>
<b>6. Sanctions, confiscation, and returns</b>	<b>6</b>
<b>7. Searching students (summary statement)</b>	<b>7</b>
<b>8. Reasonable adjustments and exceptions</b>	<b>7</b>
<b>9. Safeguarding, online safety, and incidents</b>	<b>7</b>
<b>10. Implementation, communication, and review</b>	<b>8</b>

## 1. Purpose

This policy:

- establishes a **mobile phone-free environment during the school day by default**
- reduces disruption, improves focus, and supports learner wellbeing and positive behaviour
- supports safeguarding, including reducing risks of bullying, harmful content, filming/sharing, and online incidents
- sets consistent expectations for students, staff, and parents across the LiFE Multi-Academy Trust

### 1.1 Relationship to other policies

- Behaviour Policy
  - Searching, Screening and Confiscation procedures (school-level, aligned to DfE searching guidance)
  - Child Protection/Safeguarding Policy (KCSiE)
  - ICT Acceptable Use / BYOD (mobile phones excluded from BYOD)
  - Equality, SEND, Supporting students with Medical Conditions
  - Educational Visits / Trips Policy
- 

## 2. Scope and definitions

### 2.1 Devices covered

This policy applies to **mobile phones** and **smart technology with similar functionality**, including (where relevant):

- smartphones and feature phones
- smart watches capable of messaging/notifications/recording
- devices capable of audio/video recording or internet access via networks

Schools may extend this to other devices (e.g., personal tablets) via their local schedule.

### 2.2 What “school day” means

The **school day** is the point that students arrive at school until the point that they leave. This includes:

- lessons, transitions between lessons, breaktimes, lunchtime
- Schools may also apply restrictions to before/after school while students are under school supervision.

### 3. LiFE MAT minimum standards

All LiFE MAT schools must:

1. Operate as a **mobile phone-free environment by default** during the school day. Any departure is **exceptional and justified**.
  2. Ensure students **do not have access** to their mobile phone during the school day (how this is achieved is a school decision).
  3. Set clear **sanctions**, including when **confiscation** is used, and ensure consistent enforcement.
  4. Include mobile phones/smart devices in the list of items that **may be searched for** (within legal powers) and align practice to searching guidance.
  5. Build in **reasonable adjustments/adaptations** for students who need access because of disability/SEND or medical needs (e.g., diabetes monitoring), with individual plans.
  6. Set expectations for **staff conduct** (staff should not use phones for personal reasons in front of students during the school day, with defined exceptions).
- 

### 4. Local school implementation choices

#### 4.1 School model

**Our approach as a school is as follows:**

Mobile phones should not be seen, and not heard throughout the school day. Phones should be switched off and remain in students' bags all day. If they are seen or heard, they are to be confiscated.

Sixth Form students are allowed to use their phones in the Oaks area only or when paying for food at our outlets.

#### 4.2 Device rule

Students on arrival to school should ensure that their mobile phones are:

- powered off
- stored out of sight in bags

In addition, students should ensure the following are removed from their person and stored out of sight:

- Smart watches
- Headphones/Airpods/Earbuds

#### 4.3 Parent contact arrangements

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones and should be encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment. Where parents need to contact their child during the school day, they should contact reception or the relevant Key Stage office, where staff will pass on the message to the student.

#### 4.4 Sixth form

We recognise that students in the Sixth Form are mature enough to have some flexibility around the use of mobile phones, but they must only be used in designated areas.

- Students may use their phones for independent study in the Oaks only.
- Students may use their phones freely within the Oaks during lunch and break only. They must be turned off and put away on the way to, during and back from lessons.
- Any Sixth Form students using their mobile phones outside of these designated areas will be asked to put their phones away and a phone warning log on Arbor added. If students do not follow these instructions from staff, their mobile phones will be confiscated and the main school policy followed.

#### 4.5 Trips and outside normal hours

The rules outlined in this policy apply equally to school day trips and residential visits unless a member of staff gives permission for students to use their phones.

---

### 5. Expectations and rules

#### 5.1 Students

Students must not:

- use phones/smart devices during the school day (including breaks and transitions)
- record audio/video or take photos on site unless explicitly authorised for curriculum purposes
- use devices to contact others during the day

Students should be taught:

- risks of phone use (distraction, disruption, bullying) and benefits of phone-free culture

If a student's device (phone/watch/headphones/airpods/earbuds) is seen by a member of staff e.g. in the student's pocket instead of the student's bag but the student is not using or looking at their phone and it is not making a noise, the student will be asked to put the phone in their bag, ensuring that it is switched off.

#### 5.2 Staff

- Staff must **consistently enforce** the school's rules
- Staff should not use personal phones **in front of learners who may be present** during the school day, except where authorised (e.g. school systems for behaviour/rewards, medical emergencies).
- Staff can use their phones for professional use but not in front of students unless there are occasions where it is appropriate for a teacher to use a mobile phone or similar device for instance to issue homework or to use multi-factor authentication.
- Staff may wear **smart watches** or similar devices. Brief and discreet interaction with a smartwatch (for example, to check a notification, time, or work-related alert) is permitted where it does not disrupt teaching, supervision, or engagement with learners. Staff must not use smart watches to send messages, access social media, record audio/video, or otherwise engage in personal communication while supervising learners unless there is a clear professional or safeguarding reason.

#### 5.3 Parents/carers

- Parents should support the policy and direct daytime contact via reception/relevant Key Stage office
- Parents should understand any exception plans and reinforce expectations at home

## 6. Sanctions, confiscation, and returns

### 6.1 Graduated response to breach of this policy

1. **First breach:** confiscation until the end of the day and a warning letter home. Student can collect.
2. **Second breach:** confiscation until parent collection. Parental meeting to be had with the relevant Head of Year.
3. **Third breach:** confiscation until parent collection at the end of the school week. Escalation to parental meeting with SLT and behaviour contract;
4. **Repeated confiscations** may also lead to a student having to hand in their phone each day to the relevant Key Stage office indefinitely.

DfE guidance notes schools should feel confident to confiscate phones where policy is breached, and that staff are protected from liability for loss/damage when acting lawfully. The Department for Education guidance states that *'headteachers are backed by DfE to confiscate mobile phones and similar devices, if they consider it proportionate, for whatever length of time they deem proportionate.'*

Where a phone needs to be collected by a parent, they must do this between the hours of 8:30am and 4pm during the school term.

### 6.3 Refusal to hand over

If a student refuses to comply with a confiscation, the following will take place:

- If in a lesson, a teacher will ask for On Call support
- The student will be taken by a senior staff member to inclusion where they will be based for the remainder of the day or until they hand their phone in to members of staff.
- The student will have to hand in their phone to staff at the start of the following day which will be collected at the end of the day.
- If a student claims to not have their phone but they are suspected to have been seen with one, they will be searched to check if they have a phone which, if present, will then be confiscated. (See section 7)

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

## 7. Searching students (summary statement)

- Headteachers (or authorised staff) have statutory powers to search where there are reasonable grounds and where items are prohibited by school rules; schools can identify mobile phones as an item that may be searched for within the behaviour policy.
  - All searching must follow the school's Searching, Screening and Confiscation procedures aligned to [DfE searching guidance](#).
  - Where appropriate, it may be that a search is undertaken to ascertain whether or not a student has a phone. The DfE guidance states that *'headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item as set out in legislation or any item identified in the school rules as an item that may be searched for. Headteachers can and should identify mobile phones and similar devices as something that may be searched for in their school behaviour policy.'*
  - Where a search is undertaken, this will be logged on CPOMs and a parent informed.
- 

## 8. Reasonable adjustments and exceptions

### 8.1 Core principle

A phone-free environment is the default, but schools **must** meet legal duties and make **reasonable adjustments**.

### 8.2 Typical exceptions:

- **Medical needs:** Where a mobile phone is used to support a student's medical needs then they are allowed to have their phone in their pocket. If they need to use their phone to monitor their condition (e.g. checking their blood sugar levels), this should be done outside of the classroom. These students should receive a pass to explain to staff why they have their phone on their person. Parents must inform the school if their child needs to be eligible for an exception. Medical evidence is required.
- **Disability/SEND** where access is necessary to avoid substantial disadvantage (Equality Act)
- Other exceptional circumstances assessed case-by-case (e.g., young carers)

### 8.3 How exceptions work

Where Parents/Carers or other adults believe their child requires their phone for any of the above, they should contact their relevant Head of Year. If approved the following will be clearly communicated to parent/carer, staff and learner:

- permitted purpose
  - permitted times/locations (e.g. Head of Year office)
  - supervision arrangements
  - how to minimise wider access/distraction
- 

## 9. Safeguarding, online safety, and incidents

- If phone misuse raises concerns that a learner may be at risk of harm, staff follow safeguarding procedures and involve the DSL.



inspiration innovation integrity

## **10. Implementation, communication, and review**

### **10.1 Implementation expectations**

Each school must:

- brief staff and train on consistent enforcement
- educate students on rationale and expectations
- publish the policy and communicate it clearly to parents

### **10.2 Monitoring arrangements**

This policy will be reviewed annually by a Director of School Improvement for LiFE Multi-Academy Trust. At every review, it will be approved by the board of trustees.