



**THE BEMROSE SCHOOL**  
**MOBILE PHONE & DEVICE POLICY**

**MANAGER: NEIL WILKINSON**

**ADOPTED: JULY 2026**

### **1. Introduction and aims**

At The Bemrose School we recognise that mobile phones, including smart phones, 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, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, and volunteers.
- Support the school's other policies, especially those related to child protection, behaviour, teaching, and learning.

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

### **2. Roles and responsibilities**

#### **2.1 Staff**

All staff (including teachers, support staff, and supply staff) are responsible for 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 Executive Headteacher and Head of School is responsible for monitoring the policy every year, in the first instance and then reviewing it, and holding staff and pupils accountable for its implementation.

#### **2.2 Governors**

The Governors will review the impact of this policy annually in its first instance.

### **3. Use of mobile phones by staff**

### **3.1 Personal mobile phones**

Staff (including volunteers, contractors, and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones for personal use must be restricted to non-contact time, and to areas of the school where pupils are not present such as work areas or the staff room. Staff should not browse the internet or check social media when children are present.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- Referring to the school MIS [currently Arbor]
- In the case of acutely ill dependents or family members

The Executive 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 01332 366711 as a point of emergency contact.

### **3.2 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) unless agreed with by the Executive Headteacher. An example of this maybe a colleague using Arbor on their mobile device as agreed in school.

More can be found in the school's Data Protection Policy or ICT acceptable use Policy.

### **3.3 Safeguarding**

Staff must refrain from giving 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 mobile phones to take photographs or recordings of pupils, their work, 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 using school equipment.

### **3.4 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:

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

This links to the Staff Code of Conduct and 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 which could identify a pupil.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office.

### **3.5 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 always appropriate and professional, in line with our staff code of conduct.
- Taking photographs of pupils to use for school purposes

### **3.6 Sanctions**

Staff that fail to adhere to this policy may face disciplinary action. See the school's Staff Code of Conduct Policy and Disciplinary and Dismissal Procedure for more information.

## **4. Use of mobile phones by pupils**

At The Bemrose School we are a phone free school from 8.25am to 2.50pm outside of this time we expect all pupils to use mobile phones appropriately and we are educating them for the safe and appropriate use of phones in their lives into adulthood.

Pupils are allowed to have their mobile phones with them to and from school. We feel that this supports the wellbeing of the pupils on their journeys to school if the phones are used appropriately. In addition, some of our pupils are carers or support younger siblings on their journey to school and that contact with a responsible adult can be important.

We expect pupils to turn their phones off and place them in their bag, blazer, or chosen place where they are out of sight. It is the pupil's responsibility to store the phone in a place of their choosing that is appropriate but out of sight.

We recognise, due to the digital poverty that some of our children live with, that there is a need for some controlled and monitored access to the school wifi for study purposes. This concession has been well considered as an essential adaptation to

support children's study and education. To this end, we allow pupils to use their phones in school before 8.25am, E.g at breakfast club, or at the end of the school day, 2.50pm, in post school study clinics.

This access via the BYOD network will be monitored by the school's forensic software and staff on duty, any concerns over misuse, staff are to follow policy.

On school trips staff may allow pupils to bring and use their mobiles phones. This maybe to research or capture images linked to their learning but not of other children, which are fundamentally based around pupil learning.

In considering pupil use of mobile phones in school, we have considered the following regarding our pupils:

- Pupils with Special Educational Needs (SEN)
- Pupils who may have professionally diagnosed anxiety about being away from home.
- Pupils who maybe awaiting important or news from family that makes then worried or anxious.
- Pupils who are responsible for picking up younger siblings from school and need to know about logistical changes.
- Pupils who are young carers
- Pupils who have medical needs, such as pupils with diabetes who need their phones to monitor their blood sugar levels.

In making these considerations we are implementing a balanced approach thus allowing the pupils to make informed decisions. If they choose to disregard this then the school will adopt the behaviour policy and make adaptations to the individual pupil's use of their phone in school.

Pupils must adhere to the school's Mobile Phone and Device Policy for mobile phone use.

#### **4.1 Sanctions**

If pupils use their phones inappropriately in school both in lessons and between lessons [break & lunch]

- making calls
- texting
- using social media
- playing music without permission [the list is not exhaustive]

We will confiscate these and they will be placed into the school safe Schools are permitted to confiscate pupil's phones under sections 91 and 94 of the Education and Inspections Act 2006 [Education and Inspections Act 2006 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/2006/58)

If a phone is confiscated for inappropriate use parents or carers will be invited into school to discuss the pupils use of their mobile phone in school and collect the

device that will be locked away

The school will follow the Behaviour Policy to sanction pupils who disregard the school rules on the use of mobile phones.

<https://s3.eu-west-2.amazonaws.com/cdn-bemrose.derby.sch.uk/uploads/2023/09/Behaviour-Policy-September-2023.pdf>

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening, and confiscation](#). The DfE guidance allows schools to search a pupil's phone if they have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. This search will be agreed by a member of the Leadership Team, recorded to the pupils file and the parent or carer informed.

If inappropriate content is found on a device school will confiscate the device and inform the parent or carer. If school deem it appropriate, we will contact the police and engage them in the next steps and if necessary, hand the phone to them for them to take the next steps.

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 based on someone's ethnicity, religious beliefs, or sexual orientation.

We will deal with these incidents in a proportionate and balanced manner especially when these incidents occur to, during or from school. The school will follow the Behaviour Policy.

## **5. 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 is a public event (such as a school fair), or of their own child. E.g. school events such as Easter Bonnet Parade and Sports Day to then be posted onto social media
- 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. These are displayed in reception and are part of the signing in procedure that all volunteers, visitors, and parents sign to say they have read and understood.

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 which 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 4 above.

Parents/carers must use the school office as the first point of contact if they need to contact their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

## **6. Loss, theft, or damage**

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use.

Pupils may wish to label their phones but must be clearly able to describe their phone, content, or images so in the event of this being lost it can be returned to the rightful owner.

Pupils must secure their 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. Notices of the above are shared with pupils and parents as shared in the school newsletters and in an electronic mail to all parents.

Confiscated phones will be stored in the main office or reception in a secure locked safe where there is restricted access to the code. For phones that are confiscated school recognises that it is responsible for these. They will be stored in a secure space [safe] and only returned to the pupil or parent with their record slip.

Lost phones should be returned to Student Reception or to Cherrytree. The school will then attempt to contact the owner.

## **7. 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 consider:

- Feedback from parents/carers and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority, or other relevant organisations

## **Appendix 1: The Bemrose School Policy for use of Mobile Phones for pupils**

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

1. You may not use your mobile phone during lessons unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you do not know, and do not share other people's contact details without their consent.
6. Do not share your phone's passwords or access codes with anyone else.
7. 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
8. Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting.'
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.
10. Do not use vulgar, obscene, or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Do not use your phone to view or share pornography or other harmful content.
12. 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.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the exam room. Bringing a phone into the exam room can result in your exam being declared invalid.