



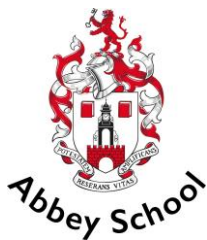
Mobile Phone **POLICY**

Abbey School

Version number	1.0	Date	August 2026
Adopted by	SLT	Date	September 2026
Approved by Advisory Body on			
Last review	August 2026		
Next review due by	August 2027		

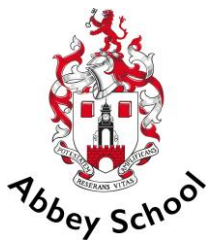
Other relevant policies:

Behaviour Policy
 Safeguarding children & young people Policy
 Online Safety Policy
 Acceptable Use of ICT and Internet Policy (if separate)
 Counter-Bullying (including Cyberbullying) Policy
 Positive Handling Policy
 Staff Code of Conduct
 Data Protection Policy
 Privacy Notice
 Health and Safety Policy
 Attendance Policy
 Exclusions Policy
 Relationships, Sex and Health Education (RSHE) Policy
 Compliments and Complaints Policy
 Supporting Pupils with Medical Conditions Policy



Contents

1. Aims.....	3
2. Legislation and guidance	3
3. Definitions and scope	3
4. Roles and Responsibilities.....	4
4.1 Proprietor	4
4.2 Advisory Body	4
4.3 Principal and SLT (Senior Leadership Team)	4
4.4 Staff members.....	5
4.5 The DSL will be responsible for.....	5
5. Parent Carer responsibilities	5
6. Acceptable use.....	6
7. Restrictions on the Use of Personal Electronic Devices.....	6
8. Adaptions and reasonable adjustments	7
9. Cyberbullying	7
10. Searching pupils	7
11. Responding to concerns relating to use of personal electronic devices	8
12. Monitoring and review	8



I. Aims

Mobile phones, tablets, smart watches, and other personal electronic devices are widely used by children and young people. In line with national guidance, Abbey School aims to provide a mobile-phone-free learning environment during the school day, including break and lunch times.

We recognise that some pupils bring devices to school for use when travelling to and from school, and that parents and carers may wish their child to have access to a device outside school hours. However, unrestricted access to personal devices during the school day can impact learning, wellbeing, social interaction, and online safety.

Abbey School adopts a Positive Behaviour Support (PBS) approach. The purpose of this policy is not simply to restrict access to mobile phones and personal electronic devices, but to promote pupil safety, wellbeing, engagement in learning, positive social interaction, and responsible use of technology.

We recognise that some pupils may require access to technology as part of their communication, health, safety, learning, independence, therapeutic support, or safeguarding arrangements. This policy therefore balances the aims of a mobile-phone-free school environment with the individual needs of pupils, ensuring that reasonable adjustments and appropriate support can be considered where required.

For the purposes of this policy, personal electronic devices include mobile phones, smart watches, tablets, and any other personal device capable of communication, internet access, recording, or storing information.

2. Legislation and guidance

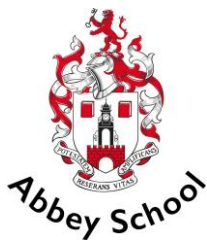
This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE 'Mobile phones in schools'
- DfE 'Communicating your policy for prohibiting the use of mobile phones in schools to parents'
- DfE 'Behaviour in Schools'
- DfE 'Keeping children safe in education 2026'
- DfE 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Children's Wellbeing and Schools Act 2026
- DfE 'Cyberbullying: Advice for headteachers and school staff'

3. Definitions and scope

This policy applies to all pupils attending Abbey School, including when they are:

- On the school site during the school day.
- Travelling in school-arranged transport.



- Attending educational visits, residential visits, work experience placements, or other off-site activities organised by the school.
- Representing the school at any event or activity.

For the purposes of this policy, a **personal electronic device** includes:

- Mobile phones and smartphones.
- Smart watches with communication, messaging, internet, or recording functions.
- Tablets and other handheld devices with communication or internet access.
- Devices capable of taking photographs, recording video, or recording audio.
- Any other personal device with functionality similar to a mobile phone.

This policy applies to any personal electronic device capable of storing, transmitting, receiving, or recording information.

4. Roles and Responsibilities

4.1 Proprietor

The proprietor is accountable for all matters relating to the school phones policy. The proprietor delegates strategic and operational responsibility for this policy to the Principal and Senior Leadership Team.

4.2 Advisory Body

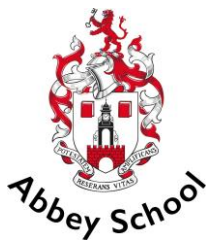
The Advisory Body provides strategic support, challenge, and accountability. Its responsibilities include:

- Being familiar with this policy and associated procedures.
- Providing support and challenge to school leaders regarding the implementation and effectiveness of the policy.
- Seeking assurance that the policy is applied consistently and in line with statutory guidance.
- Reviewing the policy in accordance with the school's review schedule and compliance requirements.

4.3 Principal and SLT (Senior Leadership Team)

The Principal and Senior Leadership Team are responsible for:

- Ensuring the effective implementation and oversight of this policy.
- Promoting a mobile-phone-free learning environment in line with national guidance and the needs of the school community.
- Deciding and communicating the arrangements for the storage and use of personal electronic devices.
- Considering and approving individual exceptions and reasonable adjustments where required.
- Ensuring pupils, parents/carers, and staff are informed of the expectations set out in this policy.
- Monitoring the effectiveness of the policy and responding to emerging issues or concerns.
- Managing complaints relating to this policy in accordance with the school's Complaints Policy.



4.4 Staff members

Staff members will be responsible for:

- Modelling the safe and appropriate use of technology and following the Staff Code of Conduct.
- Implementing this policy consistently and supporting pupils to understand and follow expectations regarding personal devices.
- Ensuring personal mobile phones and other electronic devices brought into school by pupils are managed in line with agreed procedures.
- Remaining vigilant to safeguarding, online safety, and wellbeing concerns related to the use of technology.
- Reporting any concerns, incidents, or misuse of mobile phones or electronic devices to the DSL or a member of the safeguarding team without delay.
- Supporting individual arrangements for pupils who have agreed access to technology as part of their assessed needs or support plans.

4.5 The DSL will be responsible for

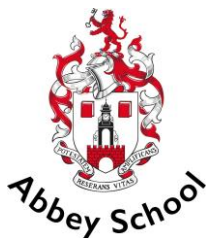
- Overseeing the safeguarding aspects of this policy and managing risks associated with the use of personal devices.
- Leading the school's response to incidents involving the misuse of mobile phones or electronic devices, in line with the Child Protection and Safeguarding Policy.
- Providing safeguarding advice and guidance to staff regarding technology use and online safety.
- Liaising with parents/carers and external agencies where safeguarding concerns require referral or additional support.
- Ensuring incidents are appropriately recorded, monitored, and responded to.
- Monitoring emerging technology-related risks and supporting staff training, pupil education, and safeguarding practice.

5. Parent Carer responsibilities

Parents/carers are important partners in promoting the safe, responsible and appropriate use of personal electronic devices. The school will work collaboratively with families to support pupils in developing safe online behaviours and understanding the expectations outlined within this policy.

Parents/carers are asked to:

- Familiarise themselves with this policy and support their child to follow its requirements.
- Inform the school where access to a personal electronic device may be required as part of an agreed reasonable adjustment i.e. linked to medical condition.
- Support their child to develop safe and responsible online behaviour appropriate to their age and level of understanding.



- Refrain from contacting their child directly on a personal device during the school day. If there is a need to contact their child during the day this can be facilitated through the office.
- Report concerns relating to cyberbullying, online safety, misuse of technology or safeguarding to the school as soon as possible.
- Notify the school of any significant changes that may affect their child's use of personal electronic devices or online behaviour.

Where concerns arise regarding a pupil's use of a personal electronic device, the school will seek to work in partnership with parents/carers to understand the factors involved and identify appropriate support, reasonable adjustments or interventions where required.

6. Acceptable use

Where pupils are bringing personal electronic devices into school, they will be expected to make their parents aware of this. Pupils will remain responsible for the safety and security of any personal devices brought into school and the school will not accept responsibility for loss, theft or damage.

Personal devices will not be used at any point during the school day, including during break and lunch times, unless an agreed exception applies. Where an agreed exception is in place, use of a personal device will be limited strictly to the specific purpose outlined within that exception and will be subject to any conditions set by the school.

If parents/carers need to contact a pupil during the school day, they should do so via the school office. Pupils who need to contact home during the school day will be supported to do so through agreed school procedures.

7. Restrictions on the Use of Personal Electronic Devices

Pupils should not bring personal mobile phones or other electronic devices into school unless there is an exceptional reason for doing so.

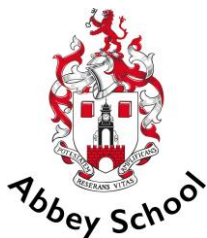
Where a mobile phone or personal electronic device is brought onto the school site:

- Device will be switched off and handed in to the school office on arrival.
- Devices will be stored securely during the school day.
- Devices will be returned to pupils at the end of the school day.

In line with national guidance, personal mobile phones and electronic devices are not to be used during the school day. This helps to reduce distractions, support learning, encourage positive social interaction, and promote the safety and wellbeing of all pupils.

We recognise that many pupils travel to and from school with parents, carers, or local authority transport. Where appropriate, pupils may access their personal devices when travelling to and from school, in line with arrangements agreed between families, transport providers, and the local authority.

To support the privacy, dignity, and safety of everyone in our school community, personal electronic devices must not be used to take photographs, record audio, or record video without permission. Electronic devices must not be used in toilets, changing areas, or other private spaces.



If concerns arise regarding the use of a mobile phone or electronic device, the school will work with pupils and families to address these concerns in a supportive and proportionate way, in line with this policy and other relevant school procedures.

8. Adaptions and reasonable adjustments

While personal mobile phones are not normally used during the school day, we recognise that, in exceptional circumstances, a mobile phone or similar device may be required to support a pupil.

Nothing in this policy prevents the use of assistive technology, augmentative and alternative communication (AAC) systems, communication applications, or other specialist equipment that has been identified as necessary to support a pupil's assessed needs.

Any request for an exception to this policy will be considered on an individual basis and informed by professional assessment, the pupils' assessed needs, relevant plans, existing support arrangements, and the availability of appropriate alternatives. Where an exception is agreed, arrangements will be put in place to ensure the device is used only for its agreed purpose and in line with the pupil's agreed support arrangements.

Any agreed arrangements will be reviewed regularly to ensure they remain appropriate, effective, and proportionate, and will normally be discussed with parents and carers as part of the school's partnership approach.

9. Cyberbullying

All personal electronic devices will be used in line with our Online Safety Policy.

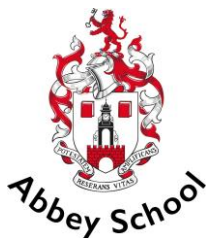
Incidents of cyberbullying will be dealt with and reported in line with the Counter-bullying Policy and the Behaviour Policy.

As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons.

10. Searching pupils

Our approach is always to work positively with pupils and families to encourage safe and responsible use of technology. In most situations, any concerns about a mobile phone or electronic device can be resolved through discussion, support, and reminders of school expectations.

However, if there are reasonable grounds to believe that a pupil has a mobile phone, electronic device, or other item that may present a safety, safeguarding, or wellbeing concern, authorised staff may ask the pupil to hand over the item and may, where necessary, search for it in line with the school's behaviour and safeguarding procedures.



Any such action will be proportionate, respectful, and take account of the pupil's age, communication needs, understanding, and individual circumstances. Wherever possible, staff will seek the pupil's cooperation and will endeavor to maintain the pupil's dignity throughout the process.

Our priority is always to keep pupils safe, protect their wellbeing, and ensure a positive learning environment for everyone. Parents and carers will be informed of any significant concerns or actions taken, where appropriate.

11. Responding to concerns relating to use of personal electronic devices

The school will respond to concerns relating to the use of personal electronic devices in a reasonable, proportionate, and individualised manner, in line with the school's Behaviour Policy, Positive Behaviour Support (PBS) approach, and safeguarding procedures.

Where a mobile phone, smart watch, or other electronic device is used contrary to this policy, staff may ask for the device to be handed over and, where necessary, confiscate it in accordance with statutory guidance and school procedures. The purpose of this is to support safety, wellbeing, and learning, and not as a punishment.

Any confiscated device will be stored securely and returned in line with school procedures. Parents and carers will be informed.

In keeping with our PBS approach, staff will seek to understand and address the reasons behind any difficulties relating to the use of personal electronic devices. Responses will take account of the pupil's individual needs, communication profile, level of understanding, and any relevant support plans.

Where concerns indicate a wider safeguarding, wellbeing, communication, or behavioural need, additional support or intervention may be considered. Any safeguarding concerns will be reported to the Designated Safeguarding Lead (DSL) and managed in accordance with the school's Safeguarding Policy.

Where appropriate, incidents will be used as opportunities to promote online safety, respectful relationships, privacy, and responsible use of technology.

12. Monitoring and review

This policy will be reviewed annually by the Principal, Designated Safeguarding Lead (DSL) and Senior Leadership Team.