



Mobile Phone Policy

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1. Introduction and aims

At CRTP, our policy aims to:

- Ensure our environment is mobile phone-free by default.
- Ensure the safe, responsible, and lawful use of mobile phones, where applicable.
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors, and volunteers.
- Support the provision's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in provision, such as:

- Risks to child protection.
- Data protection issues.
- Risk of theft, loss, or damage.
- Appropriate use of technology for learning purposes.

Note: Throughout this policy, mobile phones refer to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Provisions Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy includes [Keeping Children Safe in Education](#), which sets out the expectation that all provisions should be mobile phone-free environments by default.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff, and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

Volunteers, or anyone else otherwise engaged by the provision, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The head of safeguarding and compliance is responsible for monitoring the policy and reviewing it every year, and holding staff and pupils accountable for its implementation.

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

3.2 Director

The Director Lisa-Jane Colyer-Fleming reviews this policy annually.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the provision) are not permitted to use their personal mobile phone during the provision day. Use of personal mobile phones must be restricted to non-contact time, and to areas of the provision where pupils are not present (such as the staffroom).

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 (this list is non-exhaustive):

- For emergency contact by their child, or their child's provision.
- In the case of acutely ill dependents or family members.
- Accessing 2FA safeguarding login details.
- Accessing important communication on teams.

The head of provision will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, provision staff can use the provision office number 01787334020 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 provision information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g., ChatGPT and Google Gemini).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by 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 is necessary to take photos or recordings as part of a lesson / provision trip / activity, this must be done using provision equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the provision day in front of pupils for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication.
- Emergency evacuations.
- Teams communication.

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 that could identify a pupil.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the provision office.

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

5. Use of mobile phones by pupils

Pupils must not use their mobile phones during the provision day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

- Students will be requested to keep their mobile phone devices in a magnetically locked pouch allocated to them by CRTP. This will be unlocked at the end of their session.
- Students who require headphones to listen to music during the day will be requested to select a playlist and start this before placing their phone in the locked pouch.
- Students who require the use of a mobile device to monitor a health condition will be given a different phone pouch that allows their device to continually monitor their health condition.

Pupils will be taught the risks that are associated with the use of mobile phones, both in provision and more broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the provision day. These risks can include a loss of focus in lessons, classroom disruption, and an increase in bullying. Pupils will be encouraged to see a mobile-phone-free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

The DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the provision chooses to include in its 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 smartwatches have wellness and health-related features.

- Smart watches are not permitted to be used as a communication device during the provision day. Any indication of this and the smartwatch will be locked away with the mobile device in the pouch.

5.2 Exceptions for special circumstances

- Pupils are allowed to bring a mobile phone to be used on their journey to and from the provision.
- Some pupils will be permitted to possess, or use, a mobile phone/smart device in provision.

For instance:

- Young carers who need to be contactable
- Pupils with health conditions who use their phones to monitor their levels.

In the case of permission due to exceptional circumstances, permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact Jonny Weavers or Annie Gourlay on 01787334020

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

5.3 Sanctions

- Mobile phones will be confiscated if these rules are breached (Provisions are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006). A warning will be given by staff prior to this.
- A senior member of staff will be responsible for the confiscation of the mobile device.
- Young person will be sent home for the remainder of the session.
- Any further incidents of refusing to lock phone away and a meeting will be called with parents/carers to discuss placement at CRTP.

In each case, the sanction given must be reasonable and proportionate. The provision will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether pastoral support, an early intervention, or a referral to children's social care is appropriate.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The provision takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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.

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents and carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the provision site during the provision day.

This means:

- Not taking pictures or recordings of pupils, unless it is at a public event (such as a provision 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, when working with pupils or while children are present.

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 provision.

Parents/carers must use the provision office (0178733420) as the first point of contact if they need to get in touch with their child during the provision day. They must not try to contact their child on their personal mobile during the provision day.

7. Loss, theft or damage

Pupils bringing mobile phones to the provision must make sure that their phones are appropriately labelled, ready to be stored away securely in pouches when not in use during the provision day.

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.

The provision accepts no responsibility for mobile phones that are lost, damaged or stolen on provision premises, or while pupils are travelling to or from provision.

- A copy of your policy and disclaimer is sent to all pupils and parents/carers, and a copy will be displayed on the provisions website coggeshallroad.co.uk.

Confiscated phones will be stored in the office at CRTP.

CRTP would then be responsible for the device until given back to the YP or parent/carer.

Lost phones should be returned to the office. The provision will then attempt to contact the owner.

8. Monitoring and review

The provision is committed to making sure that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the provision will consider:

- Feedback from parents/carers and pupils.
- Feedback from staff.
- Records of behaviour and safeguarding incidents.

If there are any concerns with this policy, please contact Jonny Weavers or Annie Gourlay

- CRTPs governors oversee the review of this mobile phone policy.

9. Appendix 1: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our provision

Our provision is a mobile phone-free environment.

- Please keep your mobile phone silent/vibrate while on the provision grounds.
- Please do not use phones where pupils are present. If you must use your phone, you can go to the car park.
- Do not take photos or recordings of pupils or staff.

The provision accepts no responsibility for phones that are lost, damaged or stolen while you are on the provision grounds.

A full copy of our mobile phone policy is available on the provisions website.
