



MOBILE PHONE & ELECTRONIC DEVICES POLICY

Document Control Information

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Reviewed	
Responsibility	Iain Thomas
Committee	
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Signed	

Introduction

At Foundry College, we educate pupils with diverse and complex Social, Emotional, and Mental Health (SEMH) needs. Creating a safe, predictable, and calm learning environment is paramount.

Evidence is rapidly growing that smartphone and social media use leads to negative impacts upon children's mental health and wellbeing, such as increased anxiety, depression and self-harm. By reducing phone usage further, we hope to foster a more positive and focused learning environment while reducing the pressures on young people associated with an online presence.

Furthermore, this policy actively prepares our pupils for their next educational provisions and post-16 opportunities. As educational institutions across the UK increasingly align with the government's stance on removing digital distractions, mastering a phone-free educational environment is an essential transition skill. This policy establishes a structured, completely phone-free site to optimise focus, behavioral readiness, and emotional regulation.

Aims and Objectives

At Foundry College our policy aims to:

- Maintain a completely phone-free learning environment across all provision sites to optimise educational outcomes and therapeutic interventions.
- Ensure the safe, responsible and lawful use of mobile phones
- Prepare pupils for successful transition to further mainstream provisions, training providers, and workplaces where mobile phones are strictly regulated.
- Provide transparent, consistent guidelines for pupils, staff, parents, carers, visitors, and volunteers.
- Support the college's broader statutory policies, including Child Protection & Safeguarding and the Relationships Policy.
- Mitigate digital risks including safeguarding triggers, risk of theft, loss or damage, data protection breaches, and malicious peer interactions during the school day.

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices

Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#)

Roles and responsibilities

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 school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The behaviour and attitude lead is responsible for monitoring the policy and reviewing it annually, 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.

Use of mobile phones by pupils

All pupils will not be allowed to bring phones on to the school site. Any phone will be classified as a 'prohibited item' and will be confiscated, held securely and returned to the pupil at the end of the school day. Where there is a clear pattern of breaches of the policy the phone may be held for a longer period of time and parents will be required to collect it. Persistent breaches of the policy will result in an appropriate educational and protective consequence as detailed below.

If a pupil is seen with a mobile phone and refuses to hand it in an appropriate educational and protective consequence will follow. This may include, but is not limited to:

- Contact to parent to come and collect the prohibited item
- Internal suspension
- Fixed term suspension
- A period of education away from the Foundry College site

Exceptional & Medical Accommodations:

Some pupils may be permitted to bring a mobile phone to school in rare and 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 their child's tutor in the first instance.

If authorised:

- The pupil must hand the device to the main reception immediately upon arrival.
- The device will remain locked securely at reception.
- Access is strictly limited to medical or safeguarding checks under direct supervision of staff, and the device must be returned to reception immediately after use.

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

Use of mobile phones by staff

Consistent with DfE guidelines, staff must model exemplary digital behavior and must not use personal mobile phones in front of pupils or during contact time.

Personal mobile phones

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

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The 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, 0118 3341510, as a point of emergency contact.

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).

Safeguarding

Staff must not give 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 personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson / school trip / activity, this must be done using school equipment.

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 school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- 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 school office

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 school 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 appropriate and professional at all times, in line with our staff code of conduct

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
- 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 pupils 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 school.

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 that could identify a pupil
- Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, but must refer any consequences to a member of staff, as they do not have the power to search or confiscate devices.

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

Loss, theft or damage

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.

In the rare situation where a mobile phone has been confiscated the school accepts responsibility for this. The device will be held securely at reception and only returned to either the pupil or parent of the pupil at the end of the school day.

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 take into account:

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

9. Appendix 1: Acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Pupil acceptable use agreement

You must hand in your mobile phone to reception upon arrival to Foundry College where it will be stored securely until the end of your provision time.

PUPIL DETAILS	
Pupil name:	
Year group:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

1. Appendix 3: Mobile phone information for visitors

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present.
- Do not take photos or recordings of pupils or staff
- Do not use your phone in lessons, when working with pupils or while children are present

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

A full copy of our mobile phone policy is available from the school office.

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