



# The Children's House

## Pupil Use of Mobile Phones Policy

This policy should be reviewed annually and as required by legislation.		
Action	Reviewer	Date
Review	AS	Oct 2025
Approved by Chair of COM	AZ	Oct 2025
Date for next internal review		Oct 2026

### Introduction

This policy is to provide guidance and information on some of the issues around children's use and misuse of mobile phones at The Children's House School. It will clearly set out the school's expectations and rules around their use.

For many young people today the ownership of a mobile phone is considered a necessary and vital part of their social life. There are a growing number of primary pupils who now have personal ownership of a mobile phone, including smart phones with internet, camera and video capability. When used creatively and responsibly this type of phone has great potential to support pupils' learning experiences and schools are beginning to incorporate such devices, along with other mobile devices such as iPads or tablets, into their curriculum.

It is important that primary schools, with their governors, take a clear decision on their response to pupils bringing mobile phones into school and that this policy is made clear to both pupils and parents. See Appendix 1 for additional concerns that may result from pupil mobile phone ownership in school.

### Guidance

[Mobile phones in schools - February 2024](#)

[Keeping Children Safe in Education 2025](#)

[Malicious Communications Act 1988](#)

[Supporting children's wellbeing online | NSPCC](#)



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Child Exploitation and Online Protection Centre <http://www.ceop.police.uk>

## **Linked Policies**

ICT and Internet Acceptable Use Policy

Camera and Imaging Policy

Online Safety Policy

School Safeguarding and Child Protection Policy

Behaviour Management Policy

Behaviour Policy

Exclusions Policy

## **School rules for the acceptable use of mobile phone in school by pupils**

**Reception to Year 4** pupils are forbidden from bringing a personal mobile phone to school unless they have medical condition which requires them to have one. If a child in these year groups brings a phone to school the agreed procedure is that this will be handed over to a member of staff who will send it to the office for safekeeping during the day. This can then be collected at the end of the day from the office by a parent. Parents will be informed that the school will not be held responsible for the security of a mobile phone brought into school unless they are handed to staff for safekeeping.

**Pupils in Year 5 and 6** are permitted to bring a mobile phone to school, to support safety issues if they come to and from school independently. All mobile phones should be named and handed into the school office at the beginning of the day and collected at the end of the day. If parents want their child to bring a phone it is on the understanding that they agree with the following limitations on use, namely:

- The phone will be stored securely in the main office during the day.
- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain off whilst pupils are on the school premises.
- It is not permitted to film, photograph anyone on school grounds.
- The school will not be held responsible for the security of a mobile phone brought into school unless they are handed/ sent to the office for safekeeping.
- Content on the phone (e.g. messages, emails, pictures, videos, sound files) will be shown to a teacher when requested.
- Should the phone be used for a medical condition, such as blood sugar monitoring, the School will work with the parents and pupil to ensure the device is named on the Filtering and Monitoring register, that they have access to the School's network to ensure connectivity, and that the phone must not be used during school hours for recreational purposes.



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## **Misuse of phones**

Parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines following the school's Behaviour Policy and ICT and Internet Acceptable Use Policy. In the case of repeated misuse, the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone.

Serious misuse may lead to the confiscation of the mobile phone, communication with parents and the imposition of other sanctions, up to and including exclusion from school. In some instances, an offence may have to be reported to the Police.

## **Examples of Misuse of Mobile Phones**

- Not handing in the mobile phone upon arrival to school  
Online bullying by text, image and email messaging
- Taking and sharing inappropriate pictures
- Access to inappropriate websites bypassing the school filtering system
- Making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils
- Pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others
- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Facebook or YouTube
- Publishing photographs of other pupils without consent, where these photos are posted with malicious intent, such as to embarrass or humiliate.
- The use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages)

## **Dealing with the misuse of a mobile phone**

It is expected that most incidents of misuse of the mobile phone will be dealt with using the same principles set out in the Behaviour Policy, with the response being proportionate to the severity of the misuse.

However, the school needs to be aware that there are some more serious incidents of misuse of the mobile phone which may have to be addressed (see below) and that they should agree with the Council of Management the sanctions which will apply in this



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situation.

The school will consider any of the following a serious breach of the school's Behaviour Policy and ICT and Internet Acceptable Use Policy, resulting in sanctions being taken:

- Photographing or filming staff or other pupils during the school day and on organised school events
- Photographing or filming in toilets, swimming pools, changing rooms and similar areas
- Bullying, harassing or intimidating staff or pupils by the use of text, email or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites
- Refusing to switch a phone off or hand over the phone at the request of a member of staff\*
- Using the mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time

*\*Where it is deemed necessary to examine the contents of a mobile phone this will be done by a member of the Senior Leadership Team. The action will be properly recorded on ISAMS Wellbeing Manager, including the time, who was present and what was found. See Appendix 2.*

Pupils and parents should be made aware that serious misuse may lead to the confiscation of the mobile phone, communication with parents and the imposition of other sanctions, up to and including exclusion from school. In some instances, an offence may have to be reported to the Police.

The School will ensure all staff know the correct procedure to follow where a mobile phone has been confiscated. This will ensure that the confiscation is correctly recorded and that the phone is kept securely. Should an incident occur then the School will also need to ensure that support is provided for the victim.

## **Sanctions**

Pupils and parents are notified that appropriate action will be taken against those who are in breach of the acceptable use guidelines following the school's Behaviour Policy. In addition:

- Pupils and their parents should be very clear that the school is within its rights to confiscate the phone where the guidelines have been breached. If a phone is confiscated, the School will make it clear for how long this will be and the procedure to be followed for its return.



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- Pupils should be aware that the police will be informed if there is serious misuse of the mobile phone where criminal activity is suspected.
- If a pupil commits an act which causes serious harassment, alarm or distress to another pupil or member of staff the ultimate sanction may be permanent exclusion. School will consider the impact on the victim of the act in deciding the sanction and parents will be involved.

## **Confiscation Procedure**

If it becomes necessary to confiscate a mobile phone then:

- The pupil or their parent will be informed that the phone can be collected at the end of the school day from the designated person.
- The confiscation will be recorded by the school for monitoring purposes.
- Schools will ensure that confiscated equipment is stored in a named bag so that it is returned to the correct person.
- In the case of repeated misuse, the phone will only be returned to a parent/carer who will be required to visit the school by appointment to collect the phone.
- Where a pupil persistently breaches the guidelines, following a clear warning, the Headteacher may impose an outright ban from bringing a mobile phone to school. This may be a fixed period or permanent ban.

## **Where the phone has been used for an unacceptable purpose**

- The Headteacher or a member of the Senior Leadership Team will have the right to view files stored in confiscated equipment and will seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless these are being preserved as evidence.
- If required, evidence of the offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen. All incidents should be reported to the school Designated Safeguarding Lead and tracked on Wellbeing Manager. The designated staff member will monitor repeat offences to see if there is any pattern in the perpetrator or the victim which needs further investigation.

## **Support for the victim**

Where an incident has involved the victimisation, harassment, alarm or distress of another pupil or member of staff, the school will provide support for the victim. This should be discussed with the victim's family or where the incident involves a member of staff,



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appropriate support should be obtained. This might be the designated staff welfare person or the victim's union. To support the rehabilitation of a victim the following support may be offered in consultation with the victim and their family or support person. The school will follow up with the victim and family and agree a suitable way forward to facilitate an effective closure for the victim to the incident

- Implement the 'restorative practice' procedures. Where the perpetrator agrees, participation in this process will be included as part of their reintegration programme following the incident.
- Offer one-to-one support with an appropriate member of staff, either the Wellbeing Lead or a member of the Senior Leadership Team.
- The School will also ensure that the perpetrators, and any others involved, are educated about the impact of their actions on the victim.
- The School will ensure a fully documented case history of the incident is recorded and secured in the relevant file.
- Senior staff will review the PSHE & E-Safety curriculum to ensure all areas are appropriately covered.
- Where material has been posted online about a victim, the School will provide support in getting the material removed.

## **APPENDIX 1**

### **SAFEGUARDING CONCERNS THAT MAY BE RAISED BY PUPIL MOBILE PHONE OWNERSHIP IN SCHOOL**

#### **Child sexual exploitation (CSE)**

A feature of some of the recent cases where teenage girls have been groomed for sex has been giving them expensive phones as a gift. The unexpected acquisition of an expensive mobile phone by girls who are unlikely to be able to afford one themselves.



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## APPENDIX 2

### RECORD OF CONTENTS OF MOBILE PHONE EXAMINATION

Pupil/Class	Date	Time	Examined By	Witnessed by	Phone Contents

## APPENDIX 3

### RECORD OF PHONE CONFISCATION

Pupil/Class	Date	Time	Removed by	Returned to	Returned by