



Mobile Phone Policy

Regroup Education

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Contents

Introduction and Aims	2
Staff	2
Use of mobile phone by staff	2
Personal Mobile Phones	2
Data Protection	3
Safeguarding	3
Work Phones	3
Sanctions	4
Use of mobile phone by pupils	4
Sanctions	4
Use of mobile phone by parents, carers, volunteers and visitors	5
Loss, theft or damage	6
Monitoring and review	6
Appendix 1 - Expectations for the use of mobile phones for pupils	6

1. Introduction and aims

At Regroup Education we work to ensure that all our pupils can Grow, Succeed and Achieve. We recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider 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 and volunteers
- Support other policies, especially those related to child protection, safeguarding and behaviour
- Ensure the upmost care for the protection and guidance of ALL children's Care, Welfare, Safety and Security

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

- Safeguarding risks to pupils
 - Safeguarding risks to staff
 - Data protection issues
 - Potential for lesson disruption
 - Risk of theft, loss, or damage
 - Appropriate use of technology in the classroom
 - Limit and reduce exposure to banned/inappropriate materials within school.
- ## **2. Roles and responsibilities**

2.1 Staff

All 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 Headteacher is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

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 personal calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the site where pupils are not present (office).

There may be circumstances in which it's 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 provision
- In the case of acutely ill dependents or family members

The Headteacher will decide on a case-by-case basis whether to allow for special arrangements. If special arrangements are not deemed necessary, provision staff can use the provision office number 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 provision information.

For more information, please see the provision's GDPR policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their personal 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 a provision mobile phone.

Staff will not inform or communicate with any pupil via their own mobile or work phone. Any contact regarding pupils will be communicated through their parents/carers.

3.4 Work phones

Some members of staff are provided with a mobile phone by the provision for work purposes.

Only authorised staff are permitted to use provision 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, photographs of pupil learning, 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.

3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.
See the provision's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

Regroup Education ensures a consistent and safe environment that enables pupils to develop and formulate positive social interactions with peers and staff, in order to Grow, Succeed and Achieve. In conjunction for ensuring safe practise.

Regroup Education strives to safeguard staff as well as pupils within the provision, by ensuring pupils are not exposed to inappropriate or harmful materials during school hours. In addition, Regroup are aware of the open access that is permitted on personal devices (e.g. phones, tablets, iPad's, or other network hand-held devices). As outlined and recognised in section 138 – as part of the online safety policy within the KCSIE 2022 document.

Pupils may be permitted to use their own phones or other smart technological devices as part of their transport arrangement to and from our provision, as part of a recognised transition. They may also use their phones for educational purposes if agreed by the teacher.

Pupils must adhere to the provision's expectations for mobile phone and smart technology use. In general, this means that pupil's mobile phone must not impact upon their or anyone else's ability to engage with their learning. Where mobile phone use becomes problematic, the provision will take action in collaboration with the referring agency.

4.1 Sanctions

In instances in which pupils fail to meet the provision's expectations for mobile phones or other smart technological devices, the Regroup will take action in collaboration with the referring agency. If required immediate harm will be prevented.

Should any mobile phone or smart device be brought in and used in a harmful behaviour manner, senior staff may search a pupil's phone. This may also involve deleting content on a pupil's phone. For more information, please see our provision's Behaviour Policy. In addition, certain types of conduct, bullying or harassment can be classified as criminal conduct. Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Up skirting

- Threats of violence or assault
- Protection against the 4 C's as part of the Online safety safeguarding outlined in KCSIE 2022 (further details – please see the our provision's behaviour policy).
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Regroup Education takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

5. Use of mobile phones by parents, volunteers and visitors Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the site during the working day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as a school 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, or when working with pupils

Parents, 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 our provision.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing our provision's policy for pupils using their phones, as set out in section 4 above.

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

6. Loss, theft or damage

Our provision accepts no responsibility for mobile phones that are lost, damaged or stolen on our premises or transport, during visits or trips, or while pupils are travelling to and from our provision.

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.

If a pupil's phone is handed in to senior staff, it will be secured in reception.

This policy will be communicated to pupils through Regroup's Code of Conduct, shared with all pupils prior to starting and at the provision.

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

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents 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