

Fair Ways GLADE School

Mobile Phone Policy

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GSC 41	1	New Under Section 36 of the Children's Wellbeing and Schools Act, all state-funded schools in England are legally required to be phone-free environments	Emma Moore	July 2026	QSGC

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Contributors:

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Fair Ways Vision, Mission and Values

Our vision

To build a community that changes lives, makes a difference to society and leaves a legacy greater than us and our contributions.

Our mission

To grow a compassionate, resilient, and trauma-informed community, that embraces learning, so that we improve the lives and outcomes of individuals.

Our values

Our values form the heart of the work we do, defined by Fair Ways people, for Fair Ways people. These are the values by which we operate, by which we are governed, and to which we are held accountable.

We therefore expect every individual within Fair Ways to *play their part*:

P ROFESSIONAL	A CCEPTING	R EFLECTIVE	T RANSSPARENT
- We do what we say we will. - We approach challenges with optimism and enthusiasm. - We don't judge, we notice. - We put the needs of the service before our own personal gains.	- We don't give up on people. - We value all individuals and are willing to challenge them. - We embrace each other's differences as much as our similarities. - We accept responsibility for our actions.	- We give feedback, we invite feedback, we listen to feedback. - We look inward before we look outward. - We learn as much from our mistakes as from our successes. - We listen to each other, learn from each other and grow together.	- We are always willing to explain why. - We have the courage to be open and honest. - We earn trust through our transparency. - We live by our values even when no-one is watching.

1 Introduction and Aims

1.1 At GLADE School this Mobile Phone 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 students, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviours of concerns

1.2 This policy also aims to address some of the challenges posed by mobile phones in school, 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' refers to mobile phones and similar devices.

2 Relevant Guidance

2.1 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.

3 Roles and responsibilities

3.1 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.

3.2 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.

- 3.3 The Head teacher / head of school is responsible for monitoring the policy and reviewing it every two years and holding staff and students accountable for its implementation.
- 3.4 Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

4 Use of mobile phones by staff

Using personal mobiles for work purposes

- 4.1 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, for the following reasons:
- School emergency procedures (Lockdown, evacuation, fire messages)
 - Daily scheduling and staffing
 - School messages relating to the operational running of the school day
- 4.2 Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students 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 own mobile phone during contact time:
- For emergency contact by their child, or their child's school
 - In the case of acutely ill dependents or family members
- 4.3 The headteacher will decide on a case-by-case basis whether to allow for special arrangements.
- 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 students, their work, or anything else that could identify a student.
 - Not use using their phones to contact parents/carers.
- 4.4 If special arrangements are not deemed necessary, school staff can use the school office number 02380867036 (Totton Site) and 02382 519404 (Eastleigh Site) as a point of emergency contact.

5 Use of mobile phones by staff/ Data Protection

- 5.1 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).
- 5.2 For further information please refer to Fair Ways Data Protection Policy and Acceptable Usage Policy.

6 Use of mobile phones by staff/ Safeguarding

- 6.1 Staff must not give their personal contact details to parents/carers or students, including connecting through social media and messaging apps.
- 6.2 Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or students.
- 6.3 Staff must not use their personal mobile phones to take photographs or recordings of students, 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

7 Work Phones

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.

8 Use of mobile phones by staff / Sanctions

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

9 Use of mobile phones by students

- 9.1 The DfE's mobile phone guidance says that the use of mobile phones is prohibited throughout the school day.
- 9.2 Students must not use their mobile phones during the school 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).
- 9.3 At GLADE School, across both sites (Totton and Eastleigh), students must not use mobile phones or smart watches during the school day. The following system is in place:
- All phones/devices brought to school must be handed in immediately on arrival to a member of the Senior Leadership Team who will place them in a secure location in the office.
 - Lockable pouches are available for individual students if they need them, but phones must be placed in these on arrival, locked and handed into a member of the Senior Leadership Team.
 - Students will not be able to use their phones/devices during break and lunch.
 - When a member of the Senior Leadership Team says goodbye to the students at the end of the day, mobile phones/devices will be returned for travel home or unlocked and returned if stored in a lockable pouch.
 - Students who use their phone for communication purposes will have a school tablet to do this on.
- 9.4 Students will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Students will be encouraged to see a mobile-phone free environment as desirable and valuable.

10 Use of smartwatches by students

- 10.1 The DfE's statutory mobile phones guidance includes in the term 'mobile phones' all devices with communications and smart technology.

- 10.2 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.
- 10.3 At GLADE School, if a student has a smartwatch/wristwatch with smart technology on them, a member of the Senior Leadership Team will:
- Discuss with the student what their watch can access.
 - Discuss with parents what their child's watch can access.
 - A student will be permitted to wear their smartwatch/wristwatch with smart technology if there is no access to social media/messaging services or these are disabled.
 - GLADE School understands the need and benefits for wellbeing apps and health apps for our students.

11 Use of mobile phones by students / Exceptions

- 11.1 Students are allowed to bring a mobile phone to be used on their journey to and from school. For example, students travelling to school by themselves, but this will need to be handed in on arrival.
- 11.2 If some students are allowed to use mobile phones / smart devices due to exceptional circumstances, for example medical reasons, listening to music to regulate GLADE School understands that some students need this as regulation and distraction to and from school due to the journeys being quite a distance.
- 11.3 The school may permit students to use a mobile phone in school, due to exceptional circumstances. Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, students or parents/carers should contact Elizabeth East (Deputy Head) on 02380 867036.
- 11.4 Any students who are given permission, must not use their device for any other purposes during school hours.

12 Use of mobile phones by students / Sanctions

- 12.1 If a student fails to adhere to the above policy, a sanction will be applied which might include:

- No behaviour points are earned until the mobile phone or device is handed in.
- Contact with parents to report misuse.
- No mobile phone or device permitted into school the next day.
- Education offsite until school staff can trust that mobile phones and devices will be handed in according to the policy.

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

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), disability)
- The student'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 if pastoral support, an early intervention, or a referral to children's social care, is appropriate

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

13.1 Parents 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.

13.2 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 students, unless it's at 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, when working with students or while children are present.

13.3 Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception via the poster displayed.

13.4 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.

14 Loss, Theft or Damage

- 14.1 Students bringing mobile phones to school must ensure that their phones are appropriately labelled, ready to be stored away securely by the by the Senior Leadership Team when not in use during the school day.
- 14.2 Students 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.
- 14.3 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 students are travelling to and from school.

15 Monitoring and Review

- 15.1 The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will consider:
- Feedback from parents/carers and students
 - Feedback from staff
 - Records of behaviour and safeguarding incidents
 - Relevant advice from the Department for Education, the local authority and any other relevant organisations
- 15.2 If there are any concerns regarding this policy, these should be brought to the attention Elizabeth East (Deputy Headteacher) elizabeth.east@fairways.co
Emma Moore (Headteacher) emma.moore@fairways.co

16 Associated Documentation & legislation

- Acceptable Usage Policy
- Lone Working Policy
- Data Protection Policy
- Children's Wellbeing and Schools Act 2026
- Department for Education (DfE)'s mobile phone guidance and behaviour guidance.
- Keeping Children Safe in Education(2026)