

Pinxton Village Academies

Mobile Phone and Smart Device Policy

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Reviewed February 2026 – In line with the updated [DfE guidance](#).

1. Policy Statement

The Department for Education's Mobile Phones in Schools guidance (2024, updated January 2026) expects all schools to be mobile phone free environments by default. This policy ensures that Pinxton Village Academies provides a calm, safe and focused learning environment where mobile devices do not distract pupils or compromise safeguarding.

2. Aims of the Policy

- Ensure the school is a mobile phone free environment throughout the school day
- Promote safe and responsible use of technology
- Protect pupils' privacy, safety and wellbeing
- Reduce distractions and maintain high quality learning
- Ensure consistent expectations across the school
- Support safeguarding responsibilities in line with KCSIE

3. Expectations for Headteacher and Senior Leaders

- Implement and uphold a whole school phone free environment
- Ensure the policy is communicated clearly to staff, pupils, parents/carers and visitors
- Monitor and review implementation annually
- Ensure staff apply the rules consistently

4. Expectations for Staff

4.1 Professional Expectations

- Uphold this policy consistently
- Challenge any pupil using or attempting to use a phone
- Model appropriate behaviour by keeping phones out of sight during pupil contact time

4.2 Staff Use of Personal Mobile Phones

- Use only during non-contact time – staff emergency call procedures – staff can take the call away from the children in the office, staff room and meeting rooms.
- Use only in staff only areas
- Never in areas where children are present

4.3 Data Protection and Safeguarding

- No photos/videos of pupils on personal devices
- No sharing personal phone numbers with pupils, parents/carers
- No storing personal data on personal devices
- No uploading work information into AI tools on personal devices – Our school preference is for using Co-pilot on school devices as outlines in the FHP AI policy.

4.4 Work Purposes (Exceptional Circumstances)

- Use permitted for Multi Factor Authentication (MFA), emergencies or off-site supervision
- Personal numbers must be withheld when contacting parents - this would be relevant in certain circumstances such as if an emergency during a trip/residential, this will be made explicit in the school visit risk assessments. Use of Alternative Provision arrangements (if applicable), school events arrangements again covered in appropriate sporting events risk assessment

5. Expectations for Pupils

- Pupils must not bring mobile phones unless agreed as a reasonable adjustment – our school children who walk to and from school can bring their mobile phones to school, on arrival to school they will bring them directly to the school office. The office team will lock the phones away in the safe until the end of the school day. Upon dismissal at the end of the school day / and or after the school clubs the children will collect their mobile phones from the school office.
- If brought outside of the school procedures, phones will be confiscated immediately
- Returned at end of day (first time); parent collection required for repeat incidents

6. Expectations for Parents and Carers

- Support the phone free approach
- Do not contact children directly during the school day
- Request reasonable adjustments only where necessary

7. Reasonable Adjustments

- May be agreed for medical, SEND or travel reasons – the phones will be stored in school or with the lead on the trip. This will be in very rare circumstances and there will be a risk assessment in place.
- Must be approved by the Headteacher
- Risk assessment will be reviewed regularly with the school, parents/carers and where applicable external agencies

8. Procedures for Confiscation and Storage

- Confiscated devices stored securely – school will store them in the office in the school safe.
- Logged and stored in locked cupboard/safe
- School not responsible for loss/damage when brought against policy

9. Expectations for Visitors, Volunteers and Contractors

- Phones on silent whilst on the school site
- Use only where pupils are not present in agreement with the school – Visitors, volunteers and contractors can take calls discreetly and this will be made explicit on induction to site.
- No photos/videos to be taken of pupils
- Volunteers on trips may not use phones to contact parents/carers

10. Loss, Theft and Damage

- School not responsible for devices lost/damaged when brought against policy
- Confiscated items safely stored until collection in the office safe.

11. Monitoring and Review

- Policy reviewed annually
- Review considers stakeholder feedback, safeguarding/behaviour data, and national guidance