

**THE SALTERNS ACADEMY TRUST: ADMIRAL LORD NELSON SCHOOL**

**Use of Mobile Phones Policy**



Author:	K Holness
Position:	Deputy Headteacher: Student Achievement
Date written:	February 2026
Date agreed and ratified by the Governing Body:	29 <sup>th</sup> April 2026
Date of next review:	February 2027

## Contents

<b>CONTENTS NUMBER</b>	<b>PAGE</b>
1 Aims of this policy	3
2 Roles and responsibilities	3
3 Use of mobile phones by staff	4
3.1 Personal Mobiles	
3.2 Data Protection	
3.3 Safeguarding	
3.4 Using personal mobiles for work purposes	
4 Use of mobile phones by students	5
5 Consequences for students	5
6 Use of mobile phones by parents/carers, volunteers and visitors	6
7 Loss, Theft or Damage	7
8 Monitoring and Review	7
9 References	7
10 Linked policies	7

## **1. Aims of this policy**

### **UNCRC**

*Article 3: (The best interests of the child) The best interests of the child must be a top priority in all decisions and actions that affect children)*

*Article 19: (Protection from violence, abuse and neglect) Governments must do all they can to ensure that children are protected from all forms of violence, abuse, neglect and bad treatment by their parents or anyone else who looks after them.*

*Article 34 (Protection from sexual exploitation) Governments must protect children from all forms of sexual abuse and exploitation)*

At Admiral Lord Nelson School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community. Unfortunately, whilst mobile phones absolutely have their place in the modern world, research is evidencing more and more detrimental effects of phone use on the teenage brain and in their social connections and the associated mental health impact.

Recent research notes that problematic use can lead to teenagers:-

- being 2 x more likely to suffer anxiety symptoms
- 60% more likely to have depression symptoms
- a quarter had brain scans that demonstrated a loss of grey matter similar to that you would expect to find in a substance mis-user.

The same research demonstrates that removing devices from teenagers and pre-teens for as little as 3 weeks, leads to reported:-

- better sleep
- better concentration
- increased working memory
- feeling happier
- less anxious
- more confident both socially and in their learning.

The evidence is very clear that we, as the adults around the teenagers, should be doing all we can to mediate for potential over-use and indeed phone addiction and as a school we have a responsibility to improve brain and emotional health via restricting mobile phone use.

It is important, within this policy to promote safe and responsible mobile phone use and set clear guidelines for the use of mobile phones for students, staff, parents and visitors.

## **2. Roles and Responsibilities**

All staff are responsible for consistently enforcing this policy.

The Deputy Headteacher/Designated Safeguarding Lead is responsible for monitoring the policy every year, reviewing it, and ensuring it is implemented correctly.

### **3. Use of Mobile Phones by Staff**

The DfE's non-statutory mobile phone guidance makes clear that staff should not use their own mobile phone for personal reasons in front of students throughout the school day.

#### **3.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, where students are present during the school day. Use of personal mobile phones must be restricted 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 phone at other times for personal reasons. Examples include:

- 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-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 02392 364536 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 school information, including entering such data into generative artificial intelligence (AI) tools. For more specific guidance please refer to our Data Protection Policy (Trust policy – see Salterns Trust website) and Internet and Social Media Acceptable use Policy (ALNS Website).

#### **3.3 Safeguarding**

Staff must not give their personal contact details to parents or students, 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 students.

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

#### **3.4 Using personal mobiles for work purposes**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or consequences
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips (although only for staff to staff contact, a "trip mobile phone" will be issued for communication with students or parents)

- Supervising residential visits (although only for staff to staff contact, a "trip mobile phone" will be issued for communication with students or parents)

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 them
- Refrain from using their phones to contact parents/carers. If necessary, this must be done using the option to block the caller number (eg using 141 as a pre-fix)
- If using a school phone, staff must:
  - Only use 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

#### **4. Use of mobile phones by students**

The DfE's non-statutory mobile phone guidance says that students should not use mobile phones throughout the school day.

Students should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes. Mobile phones must be turned off and in bags from the moment the student comes onto site in the morning until 3pm when the school day finishes. Phones must never be seen or heard during these times.

There may be a minority of exceptions to this rule such as for those students who use their phone as a medical monitoring device (eg for diabetics monitoring blood glucose levels - these students will be flagged as such and will carry a "pass" to identify them). These will be considered on a case by case basis by the Deputy Headteachers or Headteacher as appropriate.

#### **5. Consequences for students**

Where students breach this policy, the following sanctions will apply:-

First offence – the mobile phone or associated items such as earpods will be confiscated until the end of the day

Second offence - the mobile phone or associated items such as earpods will be confiscated until the end of the day and an email will go to parents stating that if there is a subsequent breach, parents will be expected to collect the phone.

Third offence – the mobile phone or associated items such as earpods will be confiscated until the end of the day, to be collected only by parents.

This system "resets" on a half-termly basis. It is in line with DFE guidance on mobile phones and sections 91 and 94 of the Education and Inspections Act 2006 where Headteachers/schools can confiscate mobile phones and similar devices for the length of time they deem proportionate.

Where there are repeated breaches of this policy or a refusal to accept the consequences of such a breach, students may be asked to keep the phone at home or to hand it in on arrival at school each morning.

Staff have the power to search pupils' phones in specific circumstances if there is good reason to do so (such as having reason to believe the phone is being/has been used to commit an offence or cause harm to another person). This will only happen on the direct instruction of either the Headteacher or the Designated Safeguarding Lead. This is in line with DFE guidance on Searching, Screening and Confiscation.

If staff or parents suspect or have disclosures made about inappropriate content on a phone or inappropriate behaviour, they should contact the Designated Safeguarding Lead. Staff would do this by completing a CPOMS referral and parents should contact the school on safeguarding.alns@salterns.org.

Any consequence as a result of conduct or content concerns would take an educational approach first and foremost and 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, disability)
- The student's behaviour may indicate they may be suffering, or at risk of, harm.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and may involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

## **6. Use of mobile phones by parents/carers, volunteers and visitors**

We ask parents/carers, visitors and volunteers (including governors and contractors) to follow 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 and permission is given by the school to do so (such as a school show), 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 students
- Not using phones when in an area where students are present during the school day

Parents/carers, visitors and volunteers are informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

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.

## **7. Loss, theft or damage**

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or during school visits or trips.

Confiscated phones will be stored in the student reception area in a locked drawer. Individual phones will be in a named envelope. Admiral Lord Nelson School is aware that schools that confiscate phones from students become responsible for the phone and can be held responsible for loss, theft or damage.

Lost phones should be returned to student reception and the school will then attempt to contact the owner and reunite them.

## **8. Monitoring and review**

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 take into account:

- 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

If there are any concerns regarding this policy, these should be brought to the attention of the Designated Safeguarding Lead or your child's Head of House in a timely manner.

## **9. References**

[Keeping children safe in education 2025](#)

[Mobile phones in schools - GOV.UK](#) - Published February 2024 and updated in February 2026

[Behaviour in schools - GOV.UK](#) - February 2024

[Education and Inspections Act 2006](#)

[Searching, screening and confiscation in schools - GOV.UK](#) 2014, updated in 2023

[Watch Swiped: The School That Banned Smartphones | Stream free on Channel 4](#)

Dr Rangan Chatterlee

## **10. Linked Policies**

Child Protection and Safeguarding

Relationships and Behavior Systems

Internet and Social Media Acceptable Use

Data Protection (Trust Policy)

Staff code of conduct