

BCJS Mobile Phone Policy

Introduction

At Banstead Community Junior School, we are committed to ensuring the safety of children in our care. We recognise that mobile phones have a role to play for the purpose of communication, but we are aware that casual or inappropriate use of mobile phones on site can pose a risk to children and adults.

For the purposes of this policy, the term 'mobile phone' also covers any electronic device with the capacity to be used as a form of communication, either through the device itself or any applications stored on the device.

This policy applies to all staff, pupils, governors, volunteers and visitors.

Aims

- Ensure our environment is mobile phone-free by default, in line with government guidelines.
- Ensure the safe, responsible and lawful use of mobile phones, where applicable.
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, governors, visitors and volunteers.
- Support the school's other policies and procedures, especially those related to child protection and behaviour.
- 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.

Relevant guidance

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 includes [Keeping Children Safe in Education \(2026\)](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

Pupils' mobile phones

- Mobile phones may be used to support pupils with specific medical needs (for example, for diabetic pupils who use continuous glucose monitoring systems that connect to a smart device). This will be agreed with medical professionals and parents and written into the child's healthcare plan.
- The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.
- At BCJS, pupils must not routinely bring mobile phones or other similar devices to school.
- In special circumstances, where Year 6 pupils walk to or from school independently, permission to bring a phone may be granted by the headteacher, once both the pupil and the parent or carer have signed the school's Mobile Phone Agreement.
- Pupils who are dropped off and collected by a parent/carers should not bring a phone to school.
- Pupils bringing mobile phones to school must make sure that their phones are powered off before entering The Base (not just on 'silent'). They must be appropriately labelled and placed in the class mobile box, ready to be stored in the school office.
- Phones will be returned to pupils at the end of the day, in The Base. Pupils must not turn them on until they are off the school site.
- Children are not allowed to have access to their phone for any reason during the school day. This extends to school events taking place outside of school hours, such as clubs, trips, residentials, during parent meetings, school discos or other Parent Teacher Association events.
- Pupils are not permitted to take mobile phones on school trips, including residentials.

Sanctions

Should a child not adhere to the mobile phone agreement, sanctions will be applied in line with our behaviour and/or anti-bullying policies.

Certain types of conduct, including bullying or harassment, are taken extremely seriously by the school. The school will respond appropriately in accordance with its safeguarding and behaviour procedures. Such conduct includes, but is not limited to:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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.

Where appropriate, the school will work cooperatively with the police or other relevant agencies.

Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows schools to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being / has been used to commit an offence or cause harm to another person).

Should staff discover any inappropriate or illegal material, this will be dealt with in line with the school's Child Protection and Safeguarding Policy and the law.

Confiscation

Schools are permitted to confiscate phones from pupils under [sections 91 and 94](#) of the Education and Inspections Act 2006. However, the school does not anticipate routine confiscation, as the need to do so is extremely rare within our junior school.

Where a pupil persistently fails to follow the school's mobile phone rules, despite reminders or direction from staff, the mobile phone may be confiscated by the headteacher or deputy headteachers. The phone will be stored securely in the school office until collected by the pupil's parent or carer.

Should a pupil who normally walks home independently, have their mobile phone confiscated, the parents or carer will be informed before the end of the school day so that they are able to make other arrangements for collection of their child and the phone.

Any confiscation of a mobile phone will be reasonable, proportionate and carried out in accordance with the school's behaviour policy and statutory guidance relating to searching, screening and confiscation.

Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport or while pupils are travelling to or from school.

Confiscated phones will be stored in the school office until collected by a parent or carer.

Use of mobile phones by visitors, including parents/carers, governors, volunteers.

All visitors must adhere to the school's mobile phone policy if they are on the school site during the school day. This means:

- Keeping phones on silent and out of sight.
- Requesting permission from the headteacher before taking a personal call or messaging.
- Never taking videos, photographs or recordings of pupils without the permission of the headteacher.
- During assemblies or performances, taking photographs or recordings for personal use only, and not posting on social media without consent.
- Never using a device to film, record or photograph members of staff without permission from the headteacher.

School Trips

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

- Use their phone to provide information about the trip or pupils to other parents/carers.
- Take photos or recordings of pupils.
- Use their phone to post photos, video or information about the trip or pupils on social media.

This policy forms part of the Home-School Agreement.

BCJS Mobile Phone Agreement

Pupil Responsibilities

I understand that permission to bring a mobile phone to school is a privilege. I know that if I do not follow these rules, I may lose this privilege.

1. I will switch my phone off (not just on silent) before entering The Base and place it in the Mobile Box when I arrive in class.
2. I understand that my phone will be returned to me at the end of the school day. I will not switch it on until I have left the school site.
3. I will not use my mobile phone during the school day.
4. I will not take photographs, videos or audio recordings of pupils, staff or visitors.
5. I will not take or share screenshots, photos, videos or messages involving other people without their permission.
6. I will keep my personal information safe and will never share my passwords, passcodes or phone number with others.
7. I will never use my phone to bully, threaten, intimidate or upset others through text or voice messages, social media, online games, or by sharing unkind, embarrassing or inappropriate content.
8. I will not create, view, send or share inappropriate, harmful or age-restricted content, including AI-generated images or deepfakes.
9. I will always use kind and respectful language when communicating online. I understand that the same behaviour expectations apply online as they do in school and when representing the school outside of school.
10. If a member of staff asks to see my phone because they are investigating a safeguarding or behaviour concern, I will hand it over immediately.

I understand that if I do not follow these rules, my parents or carers will be informed and further action may be taken in line with the school's Behaviour Policy. I understand that my phone may be confiscated.

Parental Responsibilities

By signing this agreement, I confirm that:

- My child walks to and/or from school independently and requires a mobile phone for this purpose.
- I have read and discussed the school's Mobile Phone Policy and this agreement with my child.
- I understand that my child must hand their phone to a member of staff on arrival and must follow all school rules regarding its use.
- I understand the risks associated with mobile phone ownership, including online safety, inappropriate content and distraction while walking to and from school.
- I will discuss safe and responsible mobile phone use with my child and support the school in promoting this.
- I understand that if my child does not follow the school's Mobile Phone Policy, the phone may be confiscated and I may be required to collect it from the school office.
- I agree to support the school in ensuring my child uses their mobile phone safely, responsibly and respectfully.

Pupil's full name

Parent / Carer's full name

Pupil's signature

Parent/Carer signature

Date

Date