DANES EDUCATIONAL TRUST

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MOBILE DEVICES POLICY

September 2026

www.daneseducationaltrust.org.uk
01923 284169
c/o St Clement Danes School, Chenies Road, Chorleywood, Hertfordshire, WD3 6EW

To determine and approve policy and ensure compliance	Danes Educational Trust Board
To implement, deliver and comply	Headteacher and School Board
APPROVAL DATE	August 2026
COMMITTEE	Education
DURATION	One year
REVIEW DATE	July 2027
SLT LEAD	Director of Education
As part of the review process, this policy/procedure has been subject to an Equality Impact Assessment.	

Statement of intent

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to pupils. This policy is designed to prohibit the use of mobile phones and similar smart technology throughout the school day, including break and lunch times.

The Beaconsfield School accepts that personal mobile phones and tablets are often given to pupils by their parents to ensure their safety and personal security; however, such devices pose inherent risks and may jeopardise the learning environment.

As a school, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety, whilst pupils may wish to bring additional devices to school for other reasons. This policy establishes how personal electronic devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Smart watches
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing

1. Legal framework

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE 'Mobile phones in schools'
- DfE 'Communicating your policy for prohibiting the use of mobile phones in schools to parents'
- DfE 'Behaviour in Schools'
- DfE 'Keeping children safe in education'
- DfE 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE 'Cyberbullying: Advice for headteachers and school staff'

This policy operates in conjunction with the following school policies:

- Anti-bullying Policy
- Online Safety Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Complaints Policy
- Behaviour Policy
- Staff Code of Conduct
- Data Retention Policy
- Data Security Policy

2. Roles and responsibilities

The Trust Board, and through relevant delegation, the School Board is responsible for:

- The implementation of the policy and procedures.
- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the school-specific additions to this policy every two years.

The headteacher will be responsible for:

- Handling complaints regarding this policy as outlined in the school's Complaints Procedures Policy.
- The day-to-day implementation and management of the policy.
- Informing parents and pupils of the Personal Electronic Devices Agreement.
- Communicating this policy to the relevant staff members and the wider school community.
- Communicating what devices can be brought to school and when they can and cannot be used.
- Deciding how best to achieve a mobile phone-free school environment.

Staff members will be responsible for:

- Managing incidents of cyberbullying in conjunction with the headteacher, in line with the Anti-bullying Policy and the Behaviour Policy.
- Applying this policy consistently and proportionately, including confiscating devices where appropriate.
- Reporting any safeguarding concerns to the DSL, or deputy, where misuse indicates risk of harm.
- Avoiding use of their mobile phones in front of pupils for any non-work related issues.
- Teaching pupils about the risks associated with mobile phones, other devices and social media, both in school and more broadly.

The Designated Safeguarding Lead (DSL) will be responsible for:

- Initiating and managing responses to safeguarding incidents that relate to the inappropriate use of mobile devices (e.g. upskirting) with relevant staff members and in line with the Child Protection and Safeguarding Policy.
- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.

Pupils are responsible for adhering to the provisions outlined in this policy.

3. Ownership and responsibility

Pupils are responsible for their own belongings. The school accepts no responsibility for replacing property that is lost, stolen or damaged either on school premises or travelling to and from school, and at school events.

Staff will be protected against liability in any proceedings brought against them for any loss or damage to personal devices that have been confiscated as an appropriate sanction, provided that they have acted lawfully.

Pupils are responsible for replacing school property they lose, damage or steal, including electronic devices.
Pupils and staff should enable a personal PIN or passcode on all the devices they bring to school to protect their personal data, images and videos in the event that the device is lost, stolen or accessed by an unauthorised person.

4. Acceptable use

Where pupils are bringing personal electronic devices into school, they will be expected to make their parents aware of this. Pupils will remain responsible for the safety and security of any personal devices brought into school and the school will not accept responsibility for loss, theft or damage.

Personal devices will not be used at any point during the school day, including during break and lunch times, unless an agreed exception applies (at TBS students are expected to bring a device for use in lesson when explicitly asked to). Where an agreed exception is in place, use of a personal device will be limited strictly to the specific purpose outlined within that exception and will be subject to any conditions set by the school.

Where a Bring Your Own Device (BYOD) scheme is operated to facilitate the use of laptops or tablets for learning, such devices will be used in accordance with this policy. Pupils will sign a Device and Technology Acceptable Use Agreement to ensure that devices are only used for the educational purpose intended. BYOD arrangements will not include mobile phones.

Mobile Phones

Every student in the lower school is assigned a personal Yondr Pouch. It is each student's responsibility to bring their Pouch with them to school every day and keep it in good working condition. Expectations of how students are expected to use their Yondr pouch are set out below:

Beginning of the Day

Students must bring their Pouch to school with them each day (even if they do not bring a phone to school). As students arrive to school they will:

- Turn their phone off.
- Open their Yondr Pouch by tapping against the Unlocking Base.
- Place their phone inside the Pouch and secure it in front of school staff.
- Store it in their backpack for the day.

End of the Day

Students will:

- Open their Pouch
- Remove their phone
- Close their Pouch (Important to stop the pin bending in the bag)
- Keep in their school bag overnight.

Late Starters or Early Leavers

Students arriving late or leaving early will pouch/unpouch their phones in reception.

If a student forgets their pouch they must hand in their phone at the front gate and collect it at the end of the day from the PSO Office. If a student forgets their pouch three times in one week, a 45 minute detention will be set.

Sixth Form Students

Students in the Sixth Form are permitted to use their mobile phones within the Sixth Form Common Room and other dedicated Sixth Form study spaces. Students within the Sixth Form are not permitted to use their mobile phones around the school site and must comply with the expectations set out below.

5. Unacceptable use

Pupils will be encouraged to avoid bringing phones to school; however, if phones are brought to school they will be switched off and stored in the pupil's Yondr pouch at the beginning of the school day, unless an agreed exception applies.

Phone seen during the school day

- Any student found in possession of their phone during the school day will have the phone confiscated, parents/carers will be contacted to collect their child's phone. The school will carry out spot checks throughout the year to ensure all students comply.
- The term 'school day' in this context means the time the students enter the school grounds to the time they have left the grounds. This is summarised in the phrase 'gate to gate' or 'door to door' if they have arrived on County transport or private transport.
- Parents will be informed regarding all confiscations, and a 2-hour detention will be issued for a first breach of the school's mobile policy
- Students will be asked once only if they do not comply, they will receive a fixed term exclusion the following day as this constitutes a refusal to follow a reasonable request by a member of staff and defiance of school policy.
- Any requirement for a parent/carer to contact a student or a student to contact their parent/carer can be done through the school reception or through the Year Leader Teams.

Pouch Damage or Lost Pouch

If the pouch becomes accidentally damaged, the student and parent should notify the school immediately explaining what happened. If any damage is spotted at a pouch check it will be considered intentional unless the student has raised, it previously.

If a student deliberately damages or loses their Pouch, we will collect the phone and call home for a Parent Pickup. Parents will be charged for the cost of a replacement pouch and students will be issued with a 2 hour Friday detention on the first occasion. If there is a second occasion when a student deliberately damages their mobile phone pouch, they will be issued with a fixed term exclusion from the school.

Examples of damage:

- Ripped fabric
- Cut
- Torn
- Bent/cut pin
- Signs of force to black button on flap
- Damage to the black ball
- Pouch opens without unlocking station

If a student is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious offence and could lead to a suspension.

Unless express permission is granted by a member of staff or adaptations and reasonable adjustments apply, mobile devices will not be seen, heard, or accessed at any time during the school day.

Any permitted use for specific pupils will be limited strictly to the specific purpose outlined in the agreed plan. All other use will be prohibited.

Pupils will be able to access their personal devices when travelling to and from school; however, they should not be used to arrange travel during the course of the school day.

Staff members will be required to model expectations surrounding the use of personal devices when they are in front of pupils throughout the school day and only use their personal devices where required for work or safeguarding purposes.

Files will not be sent between mobile devices, and Bluetooth and Wi-Fi functions will be disabled while on school premises.

If pupils fall ill during school hours, they will not use their mobile device to contact parents; they will use the agreed school procedures.

Under no circumstances will personal electronic devices be taken into examinations. Lockers are available for safekeeping during the examination. Under no circumstances will mobile devices be used in changing rooms or toilets.

Personal electronic devices will not be plugged into outlets on the school premises without the express permission of Senior Leaders, and users must conduct a pre-use check of any electronic equipment, plug and cable.

Staff will not give out their personal contact details to pupils. If correspondence is needed between staff members and pupils for homework or exams, staff should provide their school contact details.

Under the Voyeurism (Offences) Act 2019, the act known as "upskirting" is an offence. Any incidents will not be tolerated by the school. Despite the name, anyone (including both pupils and teachers) of any gender, can be a victim of upskirting.

The act of upskirting is namely:

- Obtaining sexual gratification (either for themselves or for the person they are enabling to view the victim's genitals, buttocks or underwear)
- To humiliate, distress or alarm the victim

Any incidents of upskirting will be reported to the DSL and handled in accordance with the school's Child Protection and Safeguarding Policy.

6. Adaptations and reasonable adjustments

The school will comply with its legal duty to make reasonable adjustments with regard to this policy where necessary. Adaptations may be made in exceptional circumstances and in response to a pupil's specific needs.
If it is deemed necessary due to the nature of a pupil's SEND, reasonable adjustments will be made to allow that pupil to use their mobile phone or similar device during the school day.

The school will not prevent pupils from using their mobile phones in order to manage their medical condition effectively, e.g. if a pupil is using a monitoring app on their phone to manage their diabetes.

Beyond these specific duties, the school recognises that a need for mobile phone access for some pupils may depend on their individual circumstances. The school will allow limited flexibility for these pupils where an agreed

exception is required in the best interests of the pupil's safety and welfare, for example where a pupil is a young carer.

Where a pupil has an agreed adaptation or reasonable adjustment that requires access to a mobile device, this will be permitted only for the specific purpose and within the limits set out in the agreed plan.
Use of mobile phones on offsite activities is at the discretion of the trip leader, however if a member of staff believes they are being used inappropriately they can be confiscated.

7. Cyberbullying

All personal electronic devices will be used in line with our Online Safety Policy.

Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Policy and the Behaviour Policy.

As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons.

8. Searching pupils

School pupils have a right for their private life to be respected under article 8 of the European Convention on Human Rights (ECHR). This right is not absolute, and the school can interfere with this right as long as it is justified, proportionate, and aligns with the powers to search in the Education Act 1996.

The headteacher, and other authorised staff members, will have the power to search a pupil or their possessions where they have reasonable grounds to suspect that a pupil is in possession of a prohibited item. Mobile phones and similar devices will be deemed as prohibited items that may be searched for in line with the Behaviour Policy.
In all cases the authorised member of staff will always:

- Seek the co-operation of the pupil before conducting a search.
- Ensure the pupil understands the reason for the search and how it will be conducted.
- Give the pupil the opportunity to ask any questions so that their agreement is informed.
- Have due regard to the DfE's 'Searching, screening and confiscation' guidance.

Staff may search a pupil's outer clothing, pockets, possessions, desks or lockers. Staff conducting a search must not require the pupil to remove any clothing other than outer clothing - outer clothing means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear and includes hats, shoes, boots or scarves. Possessions means any goods over which the pupil has or appears to have control - this includes desks, lockers and bags.

A staff member may ask a pupil to show them what they are doing on their mobile phone or device if they reasonably believe that the pupil is using the device to cause harm. If it is judged reasonable, the staff member may inspect the files or data on a pupil's electronic device and if there is a need to remove or delete files or data, then the device will be passed to a member of the senior leadership team who will determine if and when this is necessary. Staff must not view, inspect, download, copy, share, or delete any files if there is a suspicion, allegation, or indication that the device contains Indecent Images of Children (IIOC) or Child Sexual Abuse Material (CSAM), and report this immediately to the DSL.

Staff members will ensure they have a good reason to examine and delete data on a pupil's electronic device. When determining a good reason to examine data, staff members will ensure they reasonably suspect that the data has been, or could be, used to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.

When determining a good reason to delete data, staff members will consider whether the material found may constitute evidence relating to a suspected offence and if so, choose not to delete the data. The data may be deleted if it is found likely to cause harm to any person, and the pupil and/or parent refuses to delete the data themselves.

If a search uncovers a device that is being used to cause harm, or which contains prohibited material such as pornography, a staff member can confiscate the device. If a staff member finds child pornography, it must be given to the police as soon as reasonably practicable. Where staff find stolen items like mobile devices, they must be given to the police as soon as reasonably practicable.

The staff member conducting the search should be the same sex as the pupil being searched. A witness to the search must be present; this should also be a staff member of the same sex (where possible) as the pupil being searched.
Pupils are required to comply with any request to check their electronic device.

Pupils are required to comply with any request to disable the screen lock function of their electronic device and show any staff member what they are doing. Any pupil who refuses to comply with these requests will be disciplined in line with the Behaviour Policy.

9. Consequences

The school will apply consequences for breaches of this policy in a consistent and proportionate manner, in line with the school's Behaviour Policy.

Where this policy is clearly breached, for example where a device is used, seen, or heard ringing, staff will feel confident to confiscate mobile phones or similar devices as a disciplinary penalty. Confiscated devices may be retained for a proportionate length of time, as determined by the Headteacher and in consideration of the circumstances, including the pupil's age, SEND, and any agreed exceptions or reasonable adjustments.

Additional sanctions may include detentions or other disciplinary measures in accordance with the Behaviour Policy.

Where a breach gives cause to suspect a pupil may be suffering, or may be at risk of harm, staff will follow the school's safeguarding procedures and report concerns to the DSL.

Confiscated personal electronic devices will be locked away securely in reception.

Bullying via personal electronic devices will be dealt with in line with the school's Anti-bullying Policy.

10.Use of mobile phones by staff

The school recognises that personal mobile phones have the potential to be used inappropriately. Mobile phones should never be used to take photographs or video of children. Personal mobile phones should not generally be needed or used by staff, except as set out in the guidelines below:

- Should staff need to use their mobile phone, best practice is that mobile phones, wherever possible, should not be used in the presence of the children and should only be used in an office or staff room.
- Staff choosing to use their personal mobile phones for work purposes must ensure these are using a manufacturer supported operating system version
- Mobile phones must not be used during lesson times either to make or receive calls.
- Staff should never give their mobile phone number to any students. This also includes past students under the age of 18 years.
- Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. The school is aware that some staff members are also parents at the school. If in doubt discuss this with a member of the SLT.
- PE staff may use their mobile phones during PE sessions and when responsible for children away from school, only to communicate arrangements to parents or colleagues or for emergency purposes.
- Trips and visits offsite: The staff member in charge should take one of the school mobile phones when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- Staff mobile phones (including personal mobile phones) could contain confidential information regarding other members of staff such as personal phone numbers, e-mail addresses or pictures.
- All mobile phones brought onto the premises (including personal mobile phones) should have a password locking system enabled to ensure that their contents remain secure in the case of loss.
- Members of SLT. May need to use phones in order to communicate when on duty to ensure the safety of students and staff on the school site.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- 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-basis whether to allow for special arrangements.
- If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

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).

Staff must not give their personal contact details to parents/carers 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/carers or pupils.

Please reference the Online Safety Policy for further information.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, 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.

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

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.

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 pupils, unless it's specifically permitted 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 pupils or while children are present

Parents/carers, 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 school.

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

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

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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.

12.Monitoring and review

This policy is reviewed every two years by the school.

Any changes to this policy will be communicated to members of staff, parents and pupils by the headteacher.

Appendix 1:

ACCEPTABLE USE OF THE SCHOOL'S ICT SYSTEMS AND INTERNET: AGREEMENT FOR PUPILS AND PARENTS/CARERS	
Name of pupil:	
I will read and follow the rules in the acceptable use agreement policy. **When I use the school's ICT systems (like computers) and get onto the internet in school I will:** • Always use the school's ICT systems and the internet responsibly and for educational purposes only • Only use them when a teacher is present, or with a teacher's permission • Keep my usernames and passwords safe and not share these with others • Keep my private information safe at all times and not give my name, address or telephone number to anyone without the permission of my teacher or parent/carer • Tell a teacher (or sensible adult) immediately if I find any material that might upset, distress or harm me or others • Always log off or shut down a computer when I've finished working on it **I will not:** • Access any inappropriate websites including: social networking sites, chat rooms and gaming sites unless my teacher has expressly allowed this as part of a learning activity • Open any attachments in emails, or follow any links in emails, without first checking with a teacher • Use any inappropriate language when communicating online, including in emails • Create, link to or post any material that is pornographic, offensive, obscene or otherwise inappropriate • Log in to the school's network using someone else's details • Arrange to meet anyone offline without first consulting my parent/carer, or without adult supervision **If I am permitted to bring a personal mobile phone or other personal electronic device into school in accordance with section 8 above:** • I will not use it during lessons, tutor group time, clubs or other activities organised by the school, without a teacher's permission • I will use it responsibly, and will not access any inappropriate websites or other inappropriate material or use inappropriate language when communicating online **I agree that the school will monitor the websites I visit and that there will be consequences if I don't follow the rules.**	
Signed (pupil):	**Date:**
Parent/carer's agreement: I agree that my child can use the school's ICT systems and internet when appropriately supervised by a member of school staff. I agree to the conditions set out above for pupils using the school's ICT systems and internet, and for using personal electronic devices in school, and will make sure my child understands these.	
Signed (parent/carer):	**Date:**

Equality Impact Assessment Form

People responsible for overseeing the EIA
Aaron Wanford (Primary Director)
Name of the policy, procedure or project
Mobile phone policy
What is the main purposes or aims of the policy, procedure or project?
The primary purpose of this policy is to establish a clear, consistent, and safe approach to personal technology across all academies within the Trust, fully aligned with the DfE statutory guidance (*Mobile Phones in Schools*). The policy aims to support a "mobile phone-free by default" environment throughout the entire school day—reducing digital distraction, preventing online harms like cyberbullying, and fostering a calm, focused learning culture. By setting robust, Trust-wide expectations around usage, confiscation, and statutory safeguarding protocols (including strict rules on illegal content and making necessary reasonable adjustments), the Trust ensures regulatory compliance while safeguarding the educational, physical, and digital well-being of all pupils and staff.
Who will be the beneficiaries of the policy, procedure or project?
All pupils, staff and volunteers
Have you consulted on this policy, procedure or project?
Discussion with Susan Poole (Director of Operations) and Chris Marks (Director of Education)

Complete the following table and give reasons/comments for where:

a) The policy, procedure or project could have a positive impact on any person or group because of one of the following aspects of their identity (including equality of access to opportunities)
b) The policy, procedure or project could have a negative impact on, or disadvantage, a person or group because of one of the following aspects of their identity.

(At this stage, it is important to consider the requirements placed upon a school as per the Equality Act 2010.)

Groups	**Positive impact**		**Negative impact**		**Comments**
	High	Low	High	Low	
Race	*				This policy has a high positive impact on all protected groups as it clearly outlines how mobile phones and devices will be used and managed for everybody's safety and wellbeing.
Religion or belief	*				As above
Sexual orientation	*				As above

Sex	*				As above
Disability	*				As above
Age	*				As above
Gender reassignment	*				As above
Pregnancy and maternity	*				As above
Marriage and civil partnership	*				As above

Where there is negative impact, what actions could be taken to amend the policy, procedure or project to minimise the negative impact?
N/A
If there is no evidence that the policy, procedure or project promotes equality, equal opportunities or improves relationships between people with different protected characteristics, what amendments could be made to achieve this?
N/A
How will the policy, procedure or project be implemented including any necessary training?
Policy will be ratified by the Director of Education and then shared with each school and placed on websites. Headteachers will ensure staff have awareness of the policy and that this is shared with, staff, volunteers, parents/carers as appropriate when new pupils join the school, and as required.

DANES EDUCATIONAL TRUST

Making the difference together

Danes Educational Trust is a multi-academy trust. Our vision is to develop hubs of excellence comprising primary and secondary schools, focused around their local community. We equip our learners with the skills they need to become curious, creative and courageous and ensure that our school environments are places where their talents are nurtured, so that they become happy and confident 21st century global citizens. We are a family of schools and we make the difference together as one trust.

Visit our website for more information

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