



The Bishop of Hereford's Bluecoat School

Mobile Phone Policy

SLT Lead: P Gibbins

Reviewed by FGB: July 2026

Governor Committee Approval: Behaviour & Safety

Review Date: July 2027

The school's vision

Jesus said: "I have come that they may have life, life in all its fullness." This serves as the cornerstone of our school community. By fostering a culture of positive learning experiences rooted in core Christian values, we aim to equip our students for a life of resilience, fulfilment, and meaningful contribution to society.

This policy supports our school vision and ethos.

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1. Aims

At BHBS 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.

Our policy aims to:

- Promote safe and responsible phone use
- Set 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 behaviour

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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [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

Staff

All staff (including teachers, associate staff and supply staff are responsible for consistently enforcing this policy.

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.

The Deputy Headteacher Pastoral is responsible for monitoring the policy every year, reviewing it, and holding staff and students accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

Governors

Governors will review this policy every year.

4. Use of mobile phones by staff

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 any student can see them. 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, offices or department work rooms).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone or a school device during contact time for personal or work based 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
- Safeguarding

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 sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips unless a school device is available
- Supervising residential visits unless a school device is available

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
- Refrain from using their personal phones to contact parents/carers whilst on site during office hours.

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 01432 347501 as a point of emergency contact.

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 such as chatbots (e.g. ChatGPT and Google Bard).

This links to the school data protection policy.

Safeguarding

Staff must not give their personal contact details to parents/carers 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/carers 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 a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use school phones 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

Sanctions

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

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by students

Students should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

BHBS approach to mobile phones means:

- Mobile phones, smart watches or internet enabled device are not to be seen or heard from the moment a student enters the school building until they leave the school building at the end of the day.
- **Mobile phones, smart watches or internet enabled devices must be switched off and stored in a student's bag.**
- Students cannot take out their mobile phones until they have left the school building
- Students will not be allowed to use their phones, smart watch or internet enabled device when they come into school buildings or onto the school site having crossed the threshold of the front blue gates either side of the main building. This includes the outside areas beyond the blue gates in line with the front line of the main school building. Phones and devices should be switched off, inside bags and out of sight.
- Students will only be allowed to switch their phones, smart watch or internet enabled device on once they have passed the threshold of the blue gates either side of the main building or have left the main school building.
- Students who wish to contact their parents/carers should go to student services, once permission is granted by a member of staff they can use the school phone or be given a space to call using their device but away from others. Evidence of not following this protocol will lead to sanctions being issued in most circumstances.

Use of smartwatches and wearable technology by students

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 smart watches have wellness and health-related features.

BHBS does not allow the use of smart watches or wearable technology (example earpieces, headphones and glasses) for any reason. They must be switched off and in the student's bag.

Exceptions for special circumstances

Students who may need to bring a mobile phone (wearable smart device) to school for a specific reason need their parents/carers to submit a request to the Headteacher to see if it fits one of the following criteria:

- A student requires a device for a medical reason
- There is social services involvement which requires access to a phone

The decision of the Headteacher is final in all situations.

Sanctions

Should a student's mobile phone or smart device be seen or heard, or the school have clear evidence a phone/device has been seen or used in school, sanctions will apply (see appendix). This will start with after-school detentions but could escalate further if there are repeated transgressions of the school's mobile phone policy.

The school may, in certain situations of multiple transgressions of the mobile phone policy require a student to hand their phone in at the start of the day or store it in a school provided pouch. This will be a measure to avoid further sanctions.

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, 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 Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will 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

To avoid confusion the following map illustrates the only area (inside red box) that a phone or device can be used on the school site before or after school.



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

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) and 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

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 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 phone or smart devices 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.

Confiscated phones will be stored in student services in a safe until collection at the end of the day.

Lost phones should be returned to student services. The school will then make every effort to contact the owner.

Students who are on trips and visits will be expected to follow the guidelines laid out in the trip/visit letter prior to departure from Bishop's.

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 Deputy Headteacher Pastoral in a timely manner.

Appendix 1: BHBS acceptable use agreement for students allowed to bring their phones to school due to exceptional circumstances

Code of Conduct Agreement

You must obey the following rules if you have been allowed to bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched on silent.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of school staff or other students without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or hand it over to an exam invigilator, before entering the exam venue. Bringing a phone into the exam venue can result in your exam being declared invalid.

Appendix 2: Permission form allowing a student to bring their phone to school

STUDENT DETAILS	
Student name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow _____ to bring their mobile phone to school because they:

- Need the phone to support their medical needs
- Social care are supporting the family which requires mobile phone access
- Another reason agreed which the Headteacher has agreed to

Parents/carers have provided evidence to support this.

Students who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right to revoke permission if a student does not abide by the policy.

Parent/carer signature: _____

Student signature: _____

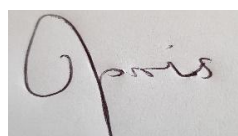
FOR SCHOOL USE ONLY	
Authorised by Headteacher or Deputy Headteacher:	
Date:	

Appendix 3: Sanction Matrix

Number of confiscations	Sanction	Actions
1	Two 30-minute detentions	Email sent to Parent/Carer/Student
2	One 60-minute SLT detention	Email sent to Parent/Carer/Student
3	Reflection one day	Email sent to Parent/Carer/Student. Pastoral mentor to meet with the family alongside Head of House.
4	Reflection three days	Email sent to Parent/Carer/Student. Pastoral mentor to meet with the family alongside a member of SLT.
5	Suspension considered	Pastoral Mentor will contact home to explain the length of suspension.

The school may, in certain situations of multiple transgressions of the mobile phone policy require a student to hand their phone in at the start of the day or store it in a school provided pouch. This will be a measure to avoid further sanctions.

Approved by Full Governing Body



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Chair of Governors

July 2026

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Date

