



Mobile Phone and Smart Device Policy

Incorporating provisions for pupils with SEND, medical needs and other exceptional circumstances

Review Date: 3rd September 2027

**Mrs C L Jones
Headteacher**



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1. Purpose and Scope

This policy sets out Kirkstone House's approach to mobile phones and other personal smart devices (including smartwatches, tablets, earbuds with messaging capability, and any device that can send or receive calls, texts, images or internet content). It applies to all pupils, including those with Special Educational Needs and Disabilities (SEND), as well as staff, parents, carers and visitors.

The policy aims to:

- Create a calm, focused learning environment free from unnecessary distraction.
- Safeguard pupils from the risks associated with unsupervised device use, including cyberbullying, inappropriate content and unauthorised recording.
- Ensure the School meets its duties under the Equality Act 2010 by making reasonable adjustments for pupils with disabilities, medical conditions or exceptional personal circumstances.
- Provide a clear, fair and consistently applied set of expectations for the whole school community.

2. Legal and Regulatory Context

This policy has been developed with reference to:

- Department for Education guidance on mobile phones in schools, which sets an expectation that mobile phones and smart devices with similar functionality should not be accessible to pupils at any point during the school day, including lessons, transitions, breaktimes and lunchtime.
- The Children's Wellbeing and Schools Act 2026, which places mobile phone guidance on a statutory footing for state-funded schools; while this School is not bound by the statutory duty, the Proprietors have resolved to adopt the guidance as best practice.
- The Equality Act 2010, under which the School must not discriminate against pupils with disabilities and must make reasonable adjustments where a blanket policy would place a disabled pupil at a substantial disadvantage.
- The School's Special Educational Needs and Disability (SEND) Policy and Accessibility Plan.
- Keeping Children Safe in Education September 2026 and the School's Safeguarding and Child Protection Policy.

This policy sits alongside, and should be read in conjunction with, the School's Behaviour Policy, SEND Policy and Online Safety Policy.

3. General Rule for All Pupils

Unless an exemption under Section 5 applies, all pupils are expected to comply with the following:

1. Mobile phones and smart devices must be switched off (not merely silenced) upon arrival at School.
2. Devices must be handed in switched off for the entire school day, including lessons, transitions between lessons, break and lunchtimes, and any period the pupil is on the School site or under staff supervision off-site (e.g. school trips), unless a member of staff has given specific permission for use for an educational purpose.



3. Devices must not be visible or accessible in classrooms, corridors, dining halls, changing rooms, toilets or any other school area during the school day, except where an approved exemption applies.
4. Cameras, video and audio recording functions must never be used on School premises without the express permission of a member of staff.
5. Pupils must not use personal devices to access social media during the school day.
6. This rule applies from the start of registration to the end of the final scheduled activity of the day (including clubs).

4. Method of Implementation

Pupils at Kirkstone House may keep their mobile phones in their bag during the school day but they must be turned off.

All pupils entering an examination room must hand in their phones to the member of staff present.

5. Provision for Pupils with SEND, Medical Needs or Exceptional Circumstances

The School recognises that a blanket ban may disadvantage some pupils and is committed to making reasonable adjustments in line with the Equality Act 2010. Exemptions are considered on an individual basis, agreed in advance with the Special Educational Needs Coordinator (SENCO) or Designated Safeguarding Lead (DSL), and recorded in the pupil's file. Exemptions are never granted as a blanket category-based rule but are assessed according to each pupil's individual, documented need.

Circumstances in which an individual arrangement may be agreed include, but are not limited to:

- Medical monitoring: pupils who rely on a smartphone-linked device for a medical condition, such as glucose monitoring for diabetes, or an epilepsy/seizure alert application.
- Communication or sensory needs: pupils for whom a device supports communication (e.g. an AAC application), emotional regulation, or a diagnosed anxiety-related need, where this is set out in an Education, Health and Care Plan (EHCP), SEND Support Plan, or medical care plan.
- Processing or organisational support: pupils who use a device for a recognised assistive-technology purpose (e.g. text-to-speech, reminders for those with ADHD) as agreed with the SENCO.
- Young carers or exceptional home circumstances: pupils with a documented caring responsibility, family illness, or safeguarding-related circumstance requiring contactability, agreed with the DSL.

Where an exemption is agreed, the following safeguards apply:

1. An Individual Device Agreement is completed with the pupil and their parent/carer as part of the Exemption Form setting out exactly what the device may be used for, when, where, and any restrictions (e.g. notifications disabled, camera disabled, supervised use only).
2. Wherever practicable, the pupil's need is met using a school-supplied or school-configured device instead of the pupil's personal smartphone, to reduce access to social media, messaging and unrelated content.



3. Use is time-limited and purpose-limited; the device must not be used for general browsing, gaming, messaging or social media.
4. The arrangement is reviewed at least termly, or sooner if circumstances change, by the SENCO/DSL in consultation with parents.
5. All staff supervising the pupil are informed of the agreed arrangement through the pupil's provision map or one-page profile, without unnecessarily disclosing medical or personal details to the wider school community.
6. Non-exempt pupils are not made aware of the specific medical or personal reasons for another pupil's exemption, in order to protect confidentiality and dignity.

Parents/carers of a pupil who believe an adjustment is needed should use the Reasonable Adjustment Request Form at Appendix A. The School will respond within [10 school days] and, where an adjustment is not agreed, will explain its reasoning and signpost the School's complaints procedure.

6. Staff, Parents, Carers and Visitors

Staff model the same expectations placed on pupils:

- Personal phones are not used by staff in front of pupils during lessons, duty periods or supervision, other than for an agreed work purpose (e.g. registers, emergency contact, approved teaching use).
- Staff must never use a personal device to photograph or record pupils; only School-issued devices approved for this purpose may be used, in line with the Online Safety Policy.

Parents, carers and visitors are asked to switch phones to silent while on site and not to use cameras or recording functions in areas where pupils are present without permission from the School.

7. Safeguarding, Online Safety and Data Protection

This policy supports the School's wider safeguarding aims by reducing opportunities for cyberbullying, the sharing of inappropriate images, and unsupervised online contact during the school day. Any concern that a device has been used to bully, harass, groom or share inappropriate content must be reported immediately to the DSL in line with the Safeguarding and Child Protection Policy.

The School is aware of the risks associated with pupils having unlimited and unrestricted access to the internet via mobile phone networks including the risk of pupils sexually harassing, bullying, or controlling others via their mobile and smart technology; of sharing nudes and / or semi-nudes consensually and non-consensually and viewing and / or sharing pornography and other illegal, inappropriate or harmful content (including content created by generative AI tools in real-time). The restrictions set out in this policy are considered to be a reasonable and proportionate response to these risks.

The use of cellular data (e.g. GPRS, 3G, 4G, 5G etc) to access the internet while pupils are on School premises at any time is prohibited as pupils are unable to benefit from the School's filtering and anti-virus software.

Where a device is confiscated and staff have reasonable grounds to suspect it contains evidence relevant to a safeguarding concern, the matter will be handled in line with statutory



guidance and the DSL will decide whether the device should be examined, by whom, and whether external agencies (e.g. police) should be involved. Staff must not search the personal content of a pupil's device themselves outside of this process.

Personal data relating to Individual Device Agreements is held in line with the School's Data Protection and Privacy Notice and shared only with staff who need to know on a need-to-know basis.

8. Confiscation and Sanctions

Where a pupil breaches this policy, the School will apply a proportionate response. A typical escalation is set out below; the School retains discretion to depart from this where the circumstances of an individual pupil (including a SEND-related trigger) warrant a different response, in consultation with the SENCO.

Breach	Typical response
First occasion	Device confiscated and held securely until the end of the school day; recorded on the pastoral system.
Repeated occasions	Device confiscated and held for a longer period (e.g. collected by a parent/carer); parents informed.
Persistent or serious breach	Meeting with parents/carers; ; referral to Head of Pastoral Care; may form part of a Pastoral Support or Behaviour Plan.
Serious misuse (e.g. unauthorised recording, sharing inappropriate content, cyberbullying)	Treated as a serious behaviour and/or safeguarding matter under the Behaviour Policy and Safeguarding Policy; may result in suspension or other formal sanction.

Staff who confiscate a device proportionately and in line with this policy are protected from liability for loss or damage to the item while it is held by the School.

9. Communicating with Parents and Emergency Contact

As pupils will not have access to their personal phone during the school day, parents/carers needing to contact their child urgently should telephone the School Office on 01778560350 who will pass on messages promptly. Pupils needing to contact home during the school day should ask a member of staff, who can facilitate this via the School office.

10. Monitoring and Review

This policy is reviewed annually by the Headteacher, or sooner in response to updated DfE guidance, changes in legislation, or feedback from pupils, staff and parents. Any material



changes are approved by the Proprietor and communicated to the whole school community before implementation.

Policy Owner

Mrs Corinne Jones
Headteacher
On behalf of the Proprietors

Approved by

E G Wyman Proprietor

Date Approved

3rd September 2026

Review Cycle

Annually, or sooner following updated DfE Guidance

Next review date

3rd September 2027

Related Policies

Behaviour Policy, SEND Policy, Safeguarding & Child Protection Policy, Anti-Bullying Policy, Online Safety Policy, Equality & Accessibility Policy.



Appendix A

Reasonable Adjustment / Exemption Form

Pupil Name	
Form and Form Tutor	
Nature of need (medical, SEND, EHCP requirements, other)	
Supporting evidence attached.	
Specific requested adjustment and purpose: Indicate access needs; how it is to be used, where and when.	
Parent /Carer signature and date Confirmation of disabling of social media and messaging applications, camera, gaming platforms and sound deactivated. Please confirm with a second signature.	
SENCO decision and date	
Staff Circulation and Edukey check and date	