



Chesham House School

Mobile Phone Policy

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1. Introduction and Aims

At Chesham House School, we recognise that mobile phones and similar devices, including smartphone, are an important part of everyday life for our students, parents/carers and staff, as well as the wider community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff and visitors
- Support the schools' 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

All staff (including teachers, support 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.

Rebecca Smith, Headteacher, is responsible for monitoring this policy every year, reviewing it, and holding staff and students accountable for its implementation.

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

4. Use of mobile phones by staff

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

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone while students are present. Use of personal mobile phones must be restricted to non-lesson time and to the staff room, main office or offsite during allocated break time.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during lesson time for personal reasons. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

Please note, this list is non-exhaustive.

The Headteacher will decide on a case-by-case basis whether to allow for special arrangements. If special arrangements are not deemed necessary, staff can use the school office number, 0161 763 7072, as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data in generative artificial intelligence (AI) tools such as chatbots (e.g. Chat GPT and Google Gemini).

Please refer to further policies such as AI and data protection which can be found on the school website [Cambian Chesham House School](#).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, including any connection through social media and/or messaging apps.

Staff must avoid publicising their contact details on any social media platform or website in order to avoid unwanted contact by parents/carers or students.

All correspondence between staff and parents/carers should be by via school email, or the school mobile or landline.

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 is necessary to take photos or recordings as part of a lesson, school trip, or activity, this must be done using school equipment such as school mobile, school camera, or school iPads.

4.4 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:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site visits
- Supervising residential visits

In regards to educational visits and time away from school premises, staff are permitted to use personal mobile phones only in the event of an emergency.

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 the students, their work, or anything else that could identify a student
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work phones

Chesham House School has a mobile phone which is primarily in the care of Rebecca Smith, Headteacher. Staff are permitted to use this mobile if contacting parents/carers etc, ensuring that they:

- 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

4.6 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 are not to use their mobile phones during the school day, this includes during lessons, in the time between lessons, at breaktimes and at lunchtime.

For students that bring their mobile phones to school, students must:

- Hand mobile phones in on arrival to a member of staff before they come into the building
- Phones must be turned off
- Staff will ensure that students' phones are locked away securely in the main office



- If a young person refuses to hand in their phone, they may not be let into the building and parents/carers may be called to come and collect the mobile phone. If this behaviour is repeated, students may be placed on a phone ban where their phone must be left at home and will not be allowed into the building for a set period of time
- If students still refuse to hand in their phone, we will follow our staged behaviour policy. This includes requesting the support of parents/carers to attend site and collect the phone. This could, ultimately, result in a suspension and students may be asked to leave school premises due to potential safeguarding issues related to other students and staff.

5.1 Use of smartwatches by students

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the schools chooses to include in their policy.

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.

Smart watches are allowed to be worn by students providing these are unconnected to their phones at the start of the day. This will be monitored by staff and any refusal to adhere to these rules will incur a ban on smart feature watches for that student. During exam conditions, the watches will not be allowed (please see the exams policy for further information).

5.2 Exceptions

- Students travelling to school by themselves, or travelling a long distance, will be able to bring their mobile device to school with them, and then follow the procedure in handing them in on arrival
- Young carers who need to be contactable will be able to bring their mobile phones to school with them and then follow the procedure in handing them in. Should they need to make or receive a phone call, this can be done in one of the offices
- Students with diabetes or other medical conditions who use their phones to monitor their condition
- Special circumstances agreed by all parties involved in the students care.

5.3 Sanctions

Failure to adhere to the school policy related to mobile phones and their use will result in sanctions as detailed below:

- Failure to hand on a phone will result in a phone call being made home where arrangements will need to be made for someone to travel to school to collect the phone
- If a phone is confiscated for any reason, this must be collected by a member of staff and handed in to the main office or to the Headteacher
- Students repeatedly refusing to hand on their mobile phones may be placed on a phone ban
- If a student still refuses to hand in their mobile phone, we will follow our staged behaviour policy and the student may be asked to leave school premises due to potential safeguarding issues. This may also result in a suspension.



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 students 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

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 is at a public event 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

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception.

7. Loss, theft or damage

Students bringing in mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Students must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are traveling to and from school.

Confiscated phones will be stored securely in the main office or Headteachers office.



Lost phones should be returned to the main office. The school will then attempt to contact the owner.

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 Rebecca Smith in a timely manner.



Rebecca Smith, Headteacher
September 2026
Proprietor Representative: Andrew Sutherland
Regional Lead: Richard George



9. Appendix 1: Code of conduct/acceptable use agreement for students to bring their phones to school due to exceptional circumstances

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

1. You may not use your mobile phone at any time during the school day including during lessons, at break times or at lunch time
2. Phones must be switched off, not put on silent
3. You may not use your mobile phone in the toilets; 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 do not share other people's contact details without their consent
6. Do not share your phone's password(s) or access code(s) with anyone else
7. Do not 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. Do not 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. Do not 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. Do not 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 mobile 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 turn it over to an exam invigilator, before entering the test room. Bringing a mobile phone into the test room can result in your exam being declared invalid.