



KINGSTONE ACADEMY TRUST
APPROVED DOCUMENT

KAT Mobile Phone & Smart Technology Policy

Relevant School/s:	KHS & KTPS
Policy Officer:	M Morris & A Preece
Approval:	KAT Board (FPA Committee)
Date of Review:	20th March 2026
Next Review:	Annual (or as per legislative change Appendix D)
Distribution:	Public, on website

1. Purpose and principles (KAT values)

Kingstone Academy Trust is committed to creating a calm, safe and highly focused learning environment where pupils and students can thrive. This policy supports the Trust's values: Kindness, Respect, Perseverance, Honesty, Responsibility and Tolerance by promoting respectful relationships, protecting wellbeing, and reducing distraction and online harms during the school day.

This policy sits alongside and supports the school's **Behaviour Policy**, safeguarding arrangements under **KCSIE**, and the Trust's approach to **searching and confiscation** <https://www.gov.uk/government/publications/searching-screening-and-confiscation>

2. Status and scope

2.1 This is a Trust-wide policy model which is made applicable to all KAT schools and provisions as required, operated jointly across schools where relevant.

2.2 This policy applies to: pupils/students on school premises

2.3 **Default position:** KAT schools are **mobile phone-free environments by default** across the school day, with any departure only by defined exception.

3. Definitions (what is covered)

For the purpose of this policy, "mobile phones / smart technology" includes:

- mobile phones and smartphones
- smart watches and wearables capable of messaging/notifications / recording
- earbuds/headphones with connectivity enabling calls, messaging or recording (including "pods")
- any device capable of connecting to a mobile network or sending/receiving messages/notifications
- any device capable of audio/video capture where this creates safeguarding or behavioural risk.

4. Core rules (Trust-wide baseline)

4.1 Pupils/students must not use mobile phones/smart technology during the school day, including lessons, transitions, breaks and lunchtime, except where an explicit written exception applies.

4.2 Where a school allows a device to be brought to site (phase-dependent), it must be **switched off** (or in flight mode as specified locally), **out of sight**, and **stored as required by the phase module**.

4.3 Pupils/students must not photograph, record audio/video, livestream, or share images/recordings of any member of the school community or school activity without explicit permission and a clear educational purpose authorised by staff. Safeguarding concerns will be managed under the Safeguarding and Child Protection Policy following KCSIE procedures.

5. Roles and responsibilities

5.1 Trust Board

Ensures the Trust has a clear policy framework aligned across schools and to DfE guidance and safeguarding requirements and receives assurance on implementation and impact.

5.2 Head of School

- Adopts the Trust baseline policy and determines the school's phase module choices (within Trust parameters).
- Ensures the policy is communicated to pupils/students, staff and parents/carers and applied consistently.

5.3 Designated Safeguarding Lead (DSL)

- Advises on safeguarding implications (e.g., online abuse, sexual harassment, harmful content).
- Supports evidence handling and reporting routes in line with the Safeguarding Policy and KCSIE.
- Enforce the policy consistently and model expected behaviour.
- Follow searching/confiscation procedures where relevant.

5.4 Parents/carers

- Support the school approach and use school channels for urgent contact during the day.
- Reinforce safe and respectful use of technology outside school hours.

5.5 Visitors/contractors

- Must not photograph or record pupils/staff on site.
- Must follow site instructions for phone use.

5.6 Staff / Volunteers use of mobile phones whilst in school

- Must follow Head of School's instructions for phone use.

6. Sanctions, confiscation and return

6.1 Sanctions are applied under each school's Behaviour Policy, with a clear staged approach and consideration of SEND/individual circumstances.

6.2 Confiscation

- Any member of staff may require a pupil/student to hand over a device if seen/heard/used contrary to policy.
- Refusal to comply is treated as a behavioural incident and may escalate in line with the Behaviour Policy.

6.3 Storage and chain-of-custody (Trust minimum standard)

- Confiscated devices are labelled/logged and stored securely.
- Schools define collection arrangements (end-of-day / parent collection / repeated breach plan).
- Schools publish a liability statement consistent with their local procedures.

6.4 Repeated breaches

Schools implement an escalated plan (e.g., sign-in/sign-out, parent collection, temporary prohibition from bringing the device), proportionate to age and need. Please refer to Appendices A and B

7. Searching, screening and confiscation (summary)

7.1 Staff follow DfE “Searching, screening and confiscation” guidance and the school’s local procedure, including authorised searchers, recording and safeguarding considerations.

7.2 A search may be considered where there are reasonable grounds to suspect a device is being used in breach of policy, where safeguarding concerns exist, or where the pupil/student is believed to be concealing a device contrary to an agreed plan.

7.3 Electronic devices and content - If concerns relate to harmful/illegal content or safeguarding risk, staff do not circulate material. The DSL must be involved and evidence handled according to safeguarding procedures and DfE guidance.

8. Safeguarding and wellbeing (KCSIE linkage)

8.1 Mobile phone misuse can be associated with online bullying, sexual harassment, harmful content, coercion, and peer-on-peer abuse; concerns are managed under safeguarding procedures and KCSIE.

8.2 Pupils/students are supported through curriculum/PSHE and pastoral systems to understand risk, consent, respectful communication, and reporting routes.

9. Data Protection Statement

It is forbidden to record photographic images (still or video) or sound recordings of staff or students at any time without their explicit permission. Any digital images of students and staff which are present on a student’s personal device are considered personal data and are

covered by the data protection act. This means that the image must be processed in line with data protection principles. Such images must not be used or shared in any form without prior written consent from the school or from the parent/carer of the student involved.

10. Use of the Internet Statement

KAT takes a range of measures to minimise the risk of pupils/students having access to inappropriate material via the internet. Network accounts are to be used only by the authorised owner of the account.

A filtering and monitoring system is in operation which restricts access to inappropriate materials. The storing of electronic data on the school network, either school-related or personal, can be monitored. The downloading, distribution and storage of music, video, film or other material is forbidden unless it is to be specifically utilised for learning or teaching purposes. All data stored on the school network is controlled under the Data Protection Act. 2018

11. Equality, reasonable adjustments and exceptions

9.1 The Trust recognises that some pupils/students may require exceptions (e.g., medical monitoring, travel safety arrangements, SEND-related needs). DfE guidance anticipates reasonable adjustments where appropriate.

9.2 Exceptions must be:

- agreed in writing, time-limited where possible, and reviewed;
- specific about where/when the device can be accessed;
- communicated to relevant staff on a need-to-know basis.

12. Communication and training

- Policy is published and explained to pupils/students and parents/carers through the school.
- Staff receive annual briefing, including searching/confiscation and safeguarding escalation.

13. Monitoring, review and assurance

- Schools monitor incidents, repeat breaches, and safeguarding referrals linked to devices.
- The policy is reviewed annually by the F, P & A Committee or as guidance changes and reports to Trust Board as required.

Appendix A — Primary module

A1 Default: No pupil mobile phones on site unless explicitly authorised (e.g., specific safeguarding/travel need).

A2 Smart watches: Either prohibited or required to be placed in “school mode” (no messaging/camera) — local choice stated clearly.

A3 Storage: Any authorised phone is handed to the office at arrival and collected by the adult at end of day.

A4 Parent contact reassurance: Parents contact school office for messages; pupils do not need phones for contact during the day.

A5 Sanctions: age-appropriate restorative approach; parent meeting for repeated breaches.

Appendix B — Secondary module

B1 Baseline: “Never used, seen or heard” (medical exceptions only)

Where parents and students need to contact each other during the school day, they should do so only through the school office and not via the student’s mobile device. The only times mobile phones will be allowed are when a member of staff is standing next to a student and gives them explicit permission to use a mobile phone (for example to call family).

B2 Storage expectation: switched off and kept in bag; not in pockets; no earbuds worn on site.

B3 Confiscation: If they are either ‘seen’ or ‘heard’ then the device will be confiscated by a member of staff and held for collection from the school office.

If a mobile device is confiscated the matter will be recorded on the student’s behaviour log on Go4Schools.

On the first occasion in a term in which a student’s device is confiscated they will be permitted to collect it at the end of the day.

B4 Repeated breaches: On the second occasion a device is confiscated from a student in a term, parents/carers will be contacted and asked to collect the telephone

On the third occasion a device is confiscated from a student in a term, their parent/carer will be and asked to collect the telephone and to discuss their child’s behaviour. The student will then not be permitted to have the mobile device in their possession on the school site for the remainder of the academic term.

B5 Exams: JCQ expectations and regulations apply (phones/ smart watches not in possession; follow exam rules). Refer to the Examinations Policies for further details.

Appendix C — Individual Mobile Device Agreement (template text)

Use for exceptional circumstances/medical/SEND/young carer arrangements.

- Name / Year / reason for exception
- Device type + identifying details
- Approved access times/locations
- Storage method when not in use
- Who holds the device (pupil vs office)
- Review date and withdrawal conditions
- Staff awareness list (need-to-know)
- Signatures: parent/carer, pupil/student, school, DSL/SLT where relevant

Appendix D - External Guidance and Statutory Sources Referenced

The KAT Mobile Phone & Smart Technology Policy is informed by and aligned to the following national guidance and statutory frameworks:

1. **Department for Education (DfE) – *Mobile phones in schools***
Non-statutory guidance setting the national expectation that schools should be mobile phone-free by default and should implement clear policies to prevent access during the school day. <https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>
2. **Department for Education (DfE) – *Behaviour in schools: advice for headteachers and school staff***
Non-statutory guidance outlining expectations for behaviour policies, consistent implementation, and sanctions, including the management of mobile phone use. <https://www.gov.uk/government/publications/behaviour-in-schools--2>
3. **Department for Education (DfE) – *Searching, screening and confiscation***
Statutory guidance on the legal powers, procedures and safeguards for searching pupils and confiscating items, including electronic devices and the handling of digital content. <https://www.gov.uk/government/publications/searching-screening-and-confiscation>
4. **Department for Education (DfE) – *Keeping Children Safe in Education (KCSIE)***
Statutory safeguarding guidance informing expectations around online safety, peer-on-peer abuse, recording and sharing images, evidence handling, and the role of the Designated Safeguarding Lead. <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
5. **Joint Council for Qualifications (JCQ) – *Instructions for conducting examinations***
National requirements governing possession and use of mobile phones and smart devices during examinations (referenced within secondary and sixth form expectations). <https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/>
6. **Equality Act 2010**
Statutory framework underpinning reasonable adjustments and non-discrimination duties, informing the policy's approach to SEND, medical needs and individual exceptions. <https://www.legislation.gov.uk/ukpga/2010/15/contents>