



Mobile Phone Policy

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Appendices

Appendix 1 – FORM ONE73-01 - Consent Form for parents/carers

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1. Introduction and aims

1.1 At ONE Academy Trust our Mobile Phone Policy aims to:

- Ensure our school environments are mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support our other trust and school policies, especially those related to child protection and behaviour, including (but not limited to) the following:
 - School Safeguarding and Child Protection Policy
 - Home/School Agreement
 - School Behaviour Policy
 - ONE Academy Trust Acceptable Use of IT Policy
 - ONE Academy Trust & school Online Safety Policies
 - Codes of Conduct for Staff, Parents, Visitors and Volunteers
 - ONE Academy Trust Data Protection Policy
 - ONE Academy Trust Use of Children's Images Policy

1.2 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

- Risk of theft, loss, or damage
 - Appropriate use of technology for learning purposes
- 1.3 The DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.
- 1.4 For the purposes of this policy, mobile technology includes (but is not limited to):
- Mobile phones
 - Smartphones
 - Smartwatches
 - Fitness trackers with communication functions
 - Any device capable of:
 - sending or receiving messages
 - receiving notifications
 - accessing the internet
 - making calls
 - recording photographs, audio or video
- 1.5 **Note:** throughout this policy, 'mobile phones' refers to mobile phones and other mobile technology devices.
- 1.6 This policy meets the requirements of [section 36 of the Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and behaviour guidance. Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

2. Roles and responsibilities

- 2.1 All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.
- 2.2 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.
- 2.3 The Headteacher is responsible for holding staff and pupils accountable for the implementation in school.
- 2.4 Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

3. Use of mobile phones by staff, volunteers and visitors (including contractors and parents/carers)

- 3.1 In accordance with the DfE guidance, all schools should be **mobile phone-free** environments by default: anything other than this should be by exception only.
- 3.2 For more information, please see the ONE Academy Trust Acceptable Use of IT policy.
- 3.3 Parents are asked to help us to keep our school a mobile-free environment and not to use mobile phones while on the school site, including when dropping off and collecting pupils, except in an

emergency. The use of mobile phones is **not** allowed at school events **unless this is authorised by the headteacher before or at the event**. These arrangements help us to keep our pupils safe and comply with national safeguarding guidelines.

- 3.4 Staff (including volunteers, contractors and anyone else otherwise engaged by the school) **are not permitted** to use their personal mobile phone during the school day, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).
- 3.5 There may be circumstances in which it is appropriate for a member of staff to have use of their personal mobile phone during the school day for personal reasons. For example, if waiting for a medical call. However, this should be the exception and the default position should be to use the school office telephone number as a point of emergency contact. Permission must be sought from the headteacher and the headteacher will decide on a case-by-basis whether to allow for a special arrangement. This must be documented.
- 3.6 Staff can wear smartwatches, but they must be on Do Not Disturb and must not have the ability to take photos.
- 3.7 Parents/carers, visitors, volunteers and contractors will be informed of the rules for mobile phone use when they sign in at reception, volunteer to support an activity, attend a public event at school and/or receive a briefing for a school trip or visit.
- 3.8 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
 - Use phones in lessons, when working with pupils or while children are present
- 3.9 Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.
- 3.10 Permission may be granted to parents/carers to take photographs at a public event (such as a school fair), or of their own child but any photographs or recordings must be for personal use only, and must not be posted on social media without consent. This will be made clear before or at the event.
- 3.11 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.
- 3.12 Contractors may be allowed to use their mobile phone/mobile device on site but **NEVER** in the presence of pupils.

Prohibition of Audio and Video Recording

- 3.13 Unless explicitly agreed to in writing by the Headteacher or CEO prior to the discussion, the school does not consent to parents or carers (or anyone acting on their behalf on site) making audio or video recordings of any member of staff, governor, trustee or school volunteer. This prohibition applies to all in-person meetings, remote/virtual meetings, and telephone conversations.
- 3.14 This restriction applies to all personal electronic devices capable of capturing audio, data, or visual imagery. This includes, but is not limited to:
- Mobile phones and smartphones

- Smartwatches, smart glasses, and AI-enabled wearables
- Discreet recording devices, dictaphones, or hidden cameras

- 3.15 Covert recordings violate trust, breach GDPR data rights, disrupt honest communication, and risk misuse of information.
- 3.16 Unauthorised recording may result in the immediate termination of a meeting and/or the individual being asked to leave the premises. Such actions may be treated as a serious breach of the parent code of conduct, potentially leading to restricted communication, involvement of authorities, or a ban from the school site.

Data protection

- 3.17 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).
- 3.18 More detailed guidance on data protection can be found in the ONE Academy Trust Data Protection Policy, the ONE Academy Trust Acceptable Use of IT Policy and the ONE Academy Trust Use of AI Policy.

Safeguarding

- 3.19 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.

Staff use of personal mobile phones for work purposes

- 3.20 In some circumstances, it may be appropriate/necessary for staff to use personal mobile phones or a similar device during the school day in front of pupils for work purposes. Circumstances may include, but are not limited to:
- Use of multi-factor authentication/use of classroom app or programme
 - Emergency evacuations (if no alternatives are available)
 - Supervising off-site trips (if no alternatives are available)
 - Supervising residential visits (if no alternatives are available)
- 3.21 Permission must be sought in advance from the headteacher and documented where a need is identified in advance.
- 3.22 It is recognised that during a lockdown, staff may need to use a personal mobile phone to communicate. This may include using WhatsApp which is a silent communication option if notifications are muted (which they should be in school). However, this should be a last resort if other options are not available. The intention should be for all staff to have a work provided method of communication for emergencies such as a walkie-talkie, or a school mobile, depending on each school's setup and signal issues.
- 3.23 If use is in response to an emergency situation (e.g. work mobile isn't working/not available), the use of a personal mobile phone in the presence of pupils must be reported and recorded as soon as possible after the event.
- 3.24 If a classroom app or programme requires the use of a member of staff's mobile phone, this must be addressed as part of the Data Protection Impact Assessment before implementation of the application or programme and permission must be granted by the headteacher and documented

on a case- by-case basis with reasons and the date/time logged.

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

Work phones

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

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

3.28 Staff must:

- Only use school 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

Sanctions

3.29 Staff that fail to adhere to this policy may face disciplinary action. See the ONE Academy Trust Staff Disciplinary Policy for more information.

4. Use of mobile phones (including smartwatches and other mobile devices) by pupils

4.1 In accordance with the DfE's statutory guidance, our schools operate as mobile phone free environments throughout the school day.

4.2 Pupils are NOT permitted to bring/wear Smartwatches on site.

4.3 The school strongly discourages pupils from bringing mobile phones onto the school site. However, permission may be given to bring a mobile phone onto the school site in the following circumstances:

- Pupils who are walking to/from school alone to use on their journey
- Where a mobile is needed for communication with a parent/carer during the school week in the case of separated parents/care arrangements, young carers and/or safeguarding considerations.
- Medical needs

4.4 Before a mobile phone can be brought onto the school site:

- A parent or carer must complete the school's Mobile Phone Permission Request Form.
- The form must clearly explain why the child needs to bring a phone to school and why this is considered necessary.
- Parents/carers must confirm that they have read, understood and agree to comply with this policy.

- Permission must be granted by the school before a device can be brought onto site.
- 4.5 The school reserves the right to refuse or withdraw permission where it is considered unnecessary or where this policy has been breached.
 - 4.6 Mobile phones are brought into school at the pupil and parent's own risk. The school accepts no responsibility or liability for any loss, theft, or damage to such items while on the journey to/from school, on the school premises or during school-sponsored activities (e.g. trips, visits, residential activities). This includes any devices that are handed to staff for safekeeping or confiscated under the school's behaviour policy.
 - 4.7 Pupils may **ONLY** bring a mobile phone to school *or on a school trip* if they have pre-agreed permission granted by the school in response to a parental request (see Consent Form) or the arrangements for the school trip specifically allow a mobile phone.
 - 4.8 If mobile phones are to be allowed on a school visit or trip, this will be specified in the joining instructions/arrangements for parent/carer agreement. Medical consent will continue to apply.
 - 4.9 **ALL** mobile phones/personal electronic devices **MUST** be handed into the school office or class teacher on arrival at school (see school specific arrangements).
 - 4.10 These will be stored in the classroom, school office (see school specific arrangements), or a designated safe place **OR handed back** to the pupil for managing a **medical need** where a mobile connection forms part of their healthcare plan.

Exceptions for special circumstances

- 4.11 **ONLY** mobile phones or personal electronic devices required for medical intervention purposes (e.g. blood glucose monitoring) will be returned to the pupil for their use during the school day for medical purposes only. This will be recorded as part of the Individual Health Care Plan.
- 4.12 If a young carer requires communication with vulnerable family members, the school's Designated Safeguarding Lead or Headteacher will create a tailored plan to allow access to a device. This usually involves secure storage and strict monitoring of use rather than open access. Parents/carers/families should contact the school office if they need to relay an urgent message. Pupils may be given controlled access at specified times in a designated area such as the headteacher's office.
- 4.13 Pupils **MUST NOT** use their mobile phones/devices during the school day unless explicitly authorised by a member of staff (for example, for a specific medical reason e.g. continuous glucose monitoring systems). Any other use will be addressed as unauthorised use and sanctions applied in accordance with the behaviour policy.
- 4.14 Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.
- 4.15 Parents/carers 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.
- 4.16 Any pupils who are given permission must then adhere to the school's code of conduct for mobile phone use (see **Appendix 1 – Consent Form**).

Expectations for pupils

- 4.17 Where permission has been granted for a pupil to bring a mobile phone to school for use on the journey to/from home:
- The device must be switched off before entering the school site.
 - The device must not be used at any point on the journey through the school grounds.
 - The device must be handed directly to the class teacher or school office (see permission form for specific details) immediately upon entering the school building.
 - The device will be securely stored by school staff throughout the day.
 - Pupils must not have access to their device at any point during the school day, including during lessons, movement around school, breaktimes, lunchtimes, during clubs or other activities such as school fairs or performances unless specifically authorised by the headteacher.
 - Devices will only be returned by a member of staff at the end of the school day.
 - Once returned, devices must remain switched off until the pupil has left the school grounds.
- 4.18 Where permission has been granted for pupils to use a personal mobile device for medical reasons:
- The device must not be used for any other purpose whilst on the school site (including the school grounds)
 - The device must be shown to the class teacher/school office (see permission form for specific details) and recorded as being in the possession of the child for that day
- 4.19 Under no circumstances may pupils use a personal mobile device to photograph, film or record staff, pupils or visitors whilst on the school site.

Breaches of the policy

- 4.20 Mobile phones and other forms of mobile technology are identified as prohibited items within the school's Behaviour Policy.
- 4.21 A breach of this policy includes (but is not limited to):
- Bringing a mobile phone, smartwatch or mobile technology device onto site without prior permission.
 - Failing to hand the device to the class teacher/school office immediately upon entering the school building.
 - Retaining possession of a device during the school day (unless authorised for medical reasons).
 - Attempting to access a device that has been stored by school staff.
 - Using a device at any point during the school day (unless authorised for medical reasons).
 - Using a device to take photographs, video or audio recordings, play games or access the internet during the school day.
 - Refusing to follow staff instructions relating to a device.

Consequences

- 4.22 Sanctions will be applied where pupils have brought mobile phones or any other mobile technology device onto school premises without permission and/or are found to be using them during the

school day without permission.

- 4.23 Any device used in breach of this policy will be confiscated (unless necessary for medical purposes). Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- 4.24 If a device is misused, the parent/carer will be notified.
- 4.25 If a device is confiscated, the parent/carer (or a person authorised by them) will be required to collect the device from the school office at the end of the school day.
- 4.26 Permission to bring a device to school may also be withdrawn.
- 4.27 The pupil's behaviour will be dealt with in accordance with the school's behaviour policy.

5. School Trips

- 5.1 While mobile phones may be permitted on school trips, access and usage are strictly regulated to prioritise pupil safety, prevent disruption, and ensure full participation in the educational and social experience of the trip.
- 5.2 The headteacher will designate the permitted level of access for each event, based on one of the following options. Specific details and arrangements will be communicated to parents and pupils as part of the instructions and guidance for the trip. The default option will be Tier 1.

Tier 1: Complete Ban (e.g., local day trips, museum visits, outdoor activity days)

- 5.3 Mobile phones and smart devices are not permitted, with the exception of pre-agreed medical/young carer needs on a case by case basis.

Tier 2: Restricted/Scheduled Access (e.g., day trips)

- 5.4 Pupils may bring phones on the journey solely for emergency communication if required, but these must be handed to staff upon arrival and will be stored securely until the return journey. It is preferred if these are 'non-smart' phones.

Tier 3: Permitted use with guidelines (e.g., some residential trips)

- 5.5 Pupils may bring mobile phones, but they must be handed to staff, remain switched off and stored securely during the school day, organised activities, transit, and night-time curfews. Phones may only be accessed during designated "free time" or specific evening windows to contact parents. It is preferred if these are 'non-smart' phones.

Safeguarding and Code of Conduct

- 5.6 Regardless of the designated tier, all pupils must adhere to the following rules:
 - Photography: Phones must not be used in private spaces such as changing rooms, hotel rooms, or bathrooms. No photographs or recordings of staff or other pupils may be posted on social media without explicit consent.
 - Communication: In an emergency, pupils must communicate with staff. Pupils must not contact parents directly to complain or request early collection; all emergencies and welfare concerns are managed via the Trip Leader.
 - Cyberbullying: The school's anti-bullying and acceptable use policies apply at all times during the trip.

- Consequences: Failure to follow the trip-specific mobile phone rules will result in the device being confiscated for the duration of the trip, with parents notified and potential disciplinary action upon return.

6. Searching and confiscation

- 6.1 Headteachers and staff authorised by them have a statutory 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.
- 6.2 At the schools in ONE Academy Trust, only members of the Senior Leadership Team are authorised to carry out searches. In their absence, staff should seek advice from a Designated Safeguarding Lead. In view of the age of pupils within our schools, it is an expectation that parental consent/presence is sought before searching a pupil for a mobile device. See the DfE guidance Searching, Screening and Confiscation for further information.
- 6.3 School staff have the power to search what is on pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows the school to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).
- 6.4 If inappropriate content is found on a phone, or if inappropriate behaviour is suspected, parent/carers will usually be notified (subject to any overriding safeguarding concerns) and appropriate action will be taken and sanctions applied. In each case, the sanction given will be reasonable and proportionate. Before applying sanctions and/or taking further action, the school will consider whether:
 - There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), disability)
 - The pupil'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 Keeping Children Safe in Education. This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate
 - 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

7. Responsibility for pupil devices (including loss, theft or damage)

- 7.1 Pupils bringing mobile phones to school (or on a school trip if permitted) must ensure that their phones are appropriately labelled, ready to be stored away securely in the classroom, school office

or other appropriate storage when not in use during the school day.

- 7.2 Phones should be labelled by parents/carers with pupil name and class on a sticker or written on the device.
- 7.3 Pupils/parents must secure pupil mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- 7.4 The school will set out its storage arrangements on the permission slip. This varies slightly from school to school but will, as a minimum, be:
- A secure box, drawer, cupboard or padded bag set aside for the purpose of storage
 - Located in a classroom or the school office
- 7.5 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 pupils are travelling to and from school. Pupils and parent/carers will be made aware of this through:
- Signs in the school entrance
 - Disclaimer on permission forms for bringing a phone to school
 - Disclaimer in home-school agreement/School Prospectus
 - Published on website
 - Briefing for parents/carers as part of new parent meetings
 - Briefing for pupils as part of induction, school assemblies etc. to reinforce message
- 7.6 Confiscated phones will be stored until collected in a secure location which may be a locked cabinet or drawer (classroom or school office) or a bag (if on a school trip).
- 7.7 Lost phones should be returned to the school office. The school will then attempt to contact the owner. Phones will only be returned after proof of ownership has been provided.

8. Safeguarding

- 8.1 The misuse of mobile technology may raise safeguarding concerns.
- 8.2 Where a breach of this policy gives staff reason to believe that a child may be at risk of harm, appropriate safeguarding procedures will be followed, including consultation with the Designated Safeguarding Lead.
- 8.3 Serious incidents involving the recording, sharing or distribution of images, video or audio will be managed in accordance with the school's Safeguarding and Child Protection Policy.

9. Monitoring and review

- 9.1 The CEO is responsible for monitoring implementation of the policy trust-wide and reviewing it every 3 years or more frequently as required to meet changing legislation.
- 9.2 The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:
- Feedback from parents/carers and pupils
 - Feedback from staff
 - Records of behaviour and safeguarding incidents

- Relevant advice from the Department for Education, the local authority and any other relevant organisations
- 9.3 If there are any concerns regarding this policy, these should be brought to the attention of the headteacher in a timely manner.
- 9.4 The Local Governing Body (where established) will be kept informed of any challenges relating to the implementation of this policy.



Arnbrook Primary School

MOBILE PHONE CONSENT FORM & AGREEMENT

(for allowing a pupil to bring their mobile phone to school)

Pupil details	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

I request permission for my child to bring a mobile phone to school.

I am making this request because: *(Select appropriate option)*

Options & reason for request	Tick option
Option 1: Walking home alone/attending after school activity My child has recently started or will be starting to walk to and from school independently and/or is attending a before/after-school club. They need to carry a mobile phone to be able to contact me in case of an emergency and to ensure I can contact them regarding their journey.	
Option 2: Medical reasons My child requires their mobile phone to actively monitor a diagnosed medical condition. They need the device with them so they can receive health-related alerts during the day. State details of medical condition and reasons for needing a mobile phone: Where will the mobile phone need to be stored during the school day? Requirement must be included in Health Care Plan	
Option 3: Other reasons e.g. caring responsibilities, safeguarding, separated parents My child requires their mobile phone on site in order to make contact and respond to needs. State details and justification for needing a mobile phone with them: 	

CONDITIONS

Rules applicable to Option 1 – Travelling to/from school alone:

- The phone must be switched off entirely before entering the school premises.
- The device will be handed in to the teacher and then transferred for safe storage in the office at the beginning of the school day and collected at dismissal.
- The phone will not be used, seen, or heard anywhere on the school grounds.

Rules applicable to Option 2 – Medical needs:

- The phone will remain on and in the agreed location (e.g., kept on the pupil's person, on/in the teacher's desk, or in a designated medical pouch) exclusively for health monitoring.
- The phone will be kept on silent or vibrate mode during all lessons to prevent disruption.
- The pupil will not use the phone to send messages, browse social media, play games, or take photos/videos during school hours.
- The phone's data connection will only be used to sync with the medical device or receive emergency caregiver alerts.
- Parents/carers will avoid texting or calling the child during class time. In the event of an emergency, parents will contact the main school office directly.
- The pupil's Individual Health Care Plan will include how the mobile phone/device will be used to support management of a medical condition
- Parents/carers are responsible for ensuring the phone is sufficiently charged, necessary applications remain updated, and emergency alerts are configured properly.
- Parents/carers will notify the school of any changes to the medical device, monitoring system, or health care plan.
- If a medical alert occurs, the pupil will notify the teacher, who may then view the device screen to confirm the medical reading. If an alert indicates an emergency, the school will immediately contact the parent/carer or designated emergency contacts on file

Rules applicable to Option 3 – Young carers:

- Schools require parents to register the child's status as a young carer.
- Access is permitted at designated times from the school office or with the teacher's permission.
- If a young carer requires communication with vulnerable family members, the school's medical or SEND team can create a tailored plan to allow access to a device. This usually involves secure storage, or strict monitoring rather than open access. In the absence of an agreed exemption, students are typically required to leave their phones in lockers or designated school bags, and families should contact the school's pastoral or administrative team if they need to relay an urgent message.

CONSEQUENCES OF MISUSE

Pupils who bring a mobile phone to school must abide by the ONE Academy Trust policy on the use of mobile phones and any school specific instructions.

- The school reserves the right to revoke permission if a pupil does not abide by this policy and any other conditions applied (e.g. conditions related to school trips).
- If the device is found to be used in school for unauthorised reasons sanctions will be applied in accordance with the school behaviour policy.
- If these rules are broken (with the exception of Option 2 (medical reasons)) the phone will be confiscated immediately and a parent/carer or adult authorised by them, will need to collect the phone from the school office.

DISCLAIMER

I acknowledge that the phone is brought into school entirely at our own risk and the school accepts no liability for loss, theft, or damage of personal devices while on the premises.

Unclaimed phones at the end of the day will be transferred to the main office safe.

AGREEMENT & SIGNATURES

- We understand that possessing a device is a privilege for safeguarding and/or medical safety reasons.
- We have read, understood, and agree to abide by the conditions outlined above.

	Date:
Parent/carer signature:	
Pupil signature (if appropriate):	

SCHOOL APPROVAL

For school use only	
Authorised/not authorised:	Summarise reasons if not authorised:
Name & role:	Date:

A copy of this agreement must be given to the parent/carer and a copy retained and stored securely in the school office.

If approval isn't given, the reasons should be explained to the parent.



Arnbrook Primary School

Notice for visitors

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you must go to the school office for advice on a designated area
- Do not take photos or recordings of pupils (unless it is your own child), staff or other adults
- Do not use your phone in lessons, when working with pupils or while children are present

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.