



CROSFIELDS SCHOOL

Policy/Procedure Name:	Mobile Phone Policy
Policy Owner:	Senior Deputy Head; Director of Digital Strategy
Approved by:	Head
Approval Date:	21 May 2026
Date of next Review:	May 2027

Overview

Crosfields School recognises that personal communication through mobile technologies is an accepted part of everyday life for pupils, staff and parents/carers, and that smartphones have great utility. However, technologies need to be used safely and appropriately within school and must not detract from the educational and life experience gained through interaction with teachers and peers. At Crosfields, we feel strongly that pupils should be learning social skills and enhancing their emotional intelligence through face-to-face communication with the adults and young people in the school community. These skills are not inbuilt; they must be learned through trial and error and through observation. Research suggests that this learning can be stifled when face-to-face interaction is replaced by mobile phone interactions. There is also mounting evidence regarding the harm that a heavy diet of social media can cause, in addition to the potential dangers associated with the online world.

It is for these reasons that the school recommends that pupils do not have smartphones with internet access until they are at least in Year 9. If pupils are given a smartphone, the school recommends that robust checks and restrictions are put in place by parents to allow the young person to build up their exposure to social media and online dangers in a safe, controlled manner.

Mobile phones and wearable smart technology including watches and glasses are not permitted to be used by any Crosfields pupil in the school setting.

Expectations:

- All use of personal devices and mobile phones, including wearable technology such as smart watches and smart glasses will take place in accordance with the law and other appropriate school policies, including, but not limited to: Anti-Bullying, Behaviour and Safeguarding and Child Protection.
- Personal electronic devices of any kind that are brought onto site are always the responsibility of the user. The school accepts no responsibility for the loss, theft, damage or breach of security of such items on school premises
- The sending of abusive or inappropriate messages/content via mobile phones or personal devices, including wearable technology such as smart watches and smart glasses is forbidden by any member of the community; any breaches will be dealt according to the Behaviour Policy or Staff Code of Conduct and Disciplinary Policy
- All members of the school community are expected to ensure that their mobile phones and personal devices do not contain any images that could be considered offensive or derogatory, including indecent images of a person under 18, or any content that would otherwise contravene UK law, or the School's Behaviour or Safeguarding and Child Protection policies. This includes AI-generated content.

Pupils' Use of Personal Devices and Mobile Phones

- Pupils will be educated, through PSHE lessons, form times, assemblies and the implementation of school policies, regarding the safe and appropriate use of personal devices and mobile phones, including wearable technology.
- Pupils in Years 7–11 are required to place their mobile phone and smart watch in a Yondr Pouch as they enter the school building. Full details of the process for the use of Yondr Pouches can be found in the Mobile Phone Pupil Procedure Document.
- If a pupil needs to contact parents or carers they must use the phone in the School Office; in very exceptional circumstances, they may be given permission to unlock their pouch to use their own device, but this must be done under supervision by a member of staff.
- Parents should contact the School Office during School hours if a message needs to be given to their child.
- Mobile phones and wearable technology, including smart watches and smart glasses must not be used by Crosfields pupils during lessons or formal school. Personal devices may only be used as part of an approved and directed curriculum-based activity with consent from a member of staff.
- Mobile phones and personal devices, including smart watches and smart glasses must not be taken into examinations under any circumstances. Pupils found in possession of a mobile phone or personal smart device during an exam will be reported to the appropriate examining body. This may result in the pupil's grade in that examination, or all examinations, being nullified.
- Searches for and of mobile phone or personal smart devices will only be carried out in accordance with the relevant government guidance:
 - Schools are not required to inform parents before a search takes place or to seek consent for a search for a prohibited item, or item which a member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury or damage to the property of any person.
 - Where the person conducting the search finds an electronic device that is prohibited by the school rules or that they reasonably suspect has been, or is likely to be, used to commit an offence or cause personal injury or damage to property, they may examine any data or files on the device where there is a good reason to do so. They may also delete data or files if they think there is a good reason to do so, unless they are going to give the device to the police.
 - If there is a suspicion that material on a pupil's personal smart device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for

further investigation (in this instance, the phone should be switched off until handed to the police)

The confiscation and searching of a phone or other digital device will be carried out in consultation with a member of the Senior Leadership Team, in accordance with the School's **Searching and Confiscation Policy** and Government guidance on [Searching, screening and confiscation: Advice for schools DfE January 2022.](#)

Staff Use of Personal Devices and Mobile Phones

- Members of staff will ensure that the use of personal phones and smart devices takes place in accordance with the law, as well as relevant School policies and procedures, such as: Confidentiality, Safeguarding and Child Protection, Staff Code of Conduct, Data Security and Acceptable Use Agreements.
- Images of pupils must not be stored on personal devices. Any image taken on personal devices must be transferred to the School network as soon as reasonably possible and the personal copy permanently removed.
- In Seniors, School staff are reminded not to use their mobile phones, or other smart technology including watches and glasses within sight of pupils, acting as role models for pupils. It is not appropriate to check messages on phones or other personal smart devices during lessons or other school activities or whilst meeting with pupils. Staff mobile phones should only be used in staff-only spaces (e.g. departmental offices and the staff room)
- In Juniors and Pre-Prep, staff are not allowed to use their personal mobile phones or other personal smart devices when in direct contact with children.
- In EYFS, staff are required to keep any personal smart devices including mobile phones locked away at all times and may only use these devices when children are not present

Visitors' Use of Personal Devices and Mobile Phones

- Parents, carers and visitors (including volunteers and contractors) must use their mobile phones and personal smart devices in school in accordance with the school's Acceptable Use Agreement and other associated policies, such as Anti-Bullying and Safeguarding and Child Protection policies
- Information is provided to inform parents, carers and visitors of expectations of use, including reminding parents not to take photos of children in school unless they are given permission to do so – this includes performances and competitions with multiple participants.

- Members of staff are expected to challenge visitors if they have concerns and must always inform the DSL of any breaches of school policy.

Advice for handling cases of cyber-bullying, sexting, suspected grooming or other concerns about children at risk through the use of mobile phones and smart devices

1. **Malicious or Nuisance Calls, Texts or Images**

Mobile phone providers operate services to deal with malicious or nuisance calls, texts or images and procedures in place to deal with such incidents. They can help pupils change their number, if necessary. They will also work closely with the police, should they become involved. Additionally, the largest of the social media platforms have facilities to report abuse or false profiles. Pupils and their families should be directed to use this wherever possible but should be aware that these services cannot always be relied upon to solve problems.

2. **Explicit Images**

Explicit images of young people under the age of 18, including those generated by AI, should never be forwarded on from a pupil's phone or smart device. If such images are on the pupil's phone or device, the device should be switched off and retained by the member of staff and the police called, so that they can do their necessary work to determine the source of the image/s, delete them entirely and take appropriate action. (This is subject to reference to the relevant [government guidance on the thresholds for responses to youth produced sexual imagery](#).)

3. **All other Online Abuse**

In any other cases of potential abuse online, using the mobile phone or other smart device, evidence should not be deleted. It should be retained for use as evidence. If it is the case that the pupil would like to shut down their social media account in order to make the abuse stop, screen shots should be obtained of anything offensive before this happens. In serious cases that may involve the police, they should be consulted before any accounts are closed. CEOP (Child Exploitation and Online Protection) should be consulted in cases of suspected grooming – this is the arm of the police tasked with keeping young people safe online. Reports can be made, which they will investigate, and they have other sources of information to offer advice.

Policy Review and Monitoring

This policy will be reviewed annually, or sooner if required, to ensure compliance with current legislation, statutory guidance, and safeguarding requirements, or where deemed necessary by the School.