



Bingley Grammar School

Mobile Phone Policy 2026

Mobile Phone Policy 2026	1
1. Introduction, Values and Aims	2
2. Relevant Guidance	2
3. Roles and Responsibilities	3
3.1 Staff	3
4. Use of Mobile Phones by Staff	3
4.1 Personal Mobile Phones	3
4.2 Data Protection	4
4.3 Safeguarding	4
4.4 Using Personal Mobiles for Work Purposes	4
4.5 Work Phones	4
4.6 Sanctions	5
5. Use of Mobile Phones by Pupils	5
Sanctions for Non-Compliance	5
Why Are We Doing This?	6
5.1 Smartwatches	6
5.2 Exceptional Circumstances & Sixth Form	6
5.3 Confiscation, Searches & Criminal Conduct	7
6. Parents/Carers, Volunteers and Visitors	7
7. Loss, Theft or Damage	7
8. Monitoring and Review	8
Appendix 1: Pupil Code of Conduct (Exceptional Circumstances)	9
Appendix 2: Visitor Mobile Phone Slip	10
Appendix 3: Staff Briefing Script - Enforcing the Mobile Phone Policy in Real Time	11



1. Introduction, Values and Aims

At Bingley Grammar School, our mobile phone policy is grounded in our core values of **Respect**, **Commitment**, and **Collaboration**:

- **Respect:** Fostering a focused, distraction-free environment where pupils and staff treat each other with dignity, avoiding digital harassment, privacy violations, or disruptions to learning.
- **Commitment:** Maintaining an uncompromised dedication to physical and digital safeguarding, active learning, and healthy face-to-face social development.
- **Collaboration:** Working closely alongside pupils, staff, parents/carers, and governors to uphold consistent standards and support a mobile phone-free community.

Our policy aims to:

- Ensure our environment is 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 the school's other policies, especially those related to child protection and behaviour.

This policy also aims to address key 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

Note: Throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant Guidance

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 includes *Keeping Children Safe in Education*, which sets out the expectation that all schools should be mobile phone-free environments by default.



3. Roles and Responsibilities

3.1 Staff

Through our shared value of **Commitment** to pupil welfare and high standards:

- 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.
- 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.
- The Deputy Headteacher and Assistant Headteachers responsible for Behaviour and Safeguarding are responsible for monitoring the policy, reviewing it every two years, and holding staff and pupils accountable for its implementation.
- In the spirit of **Collaboration**, staff will address any 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 mobile phone guidance states that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

4.1 Personal Mobile Phones

Staff (including volunteers, contractors, and anyone else engaged by the school) are not permitted to use their personal mobile phones during the school day while pupils are present / during contact time. 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).

Circumstances where it may be appropriate for staff to use their phone during contact time for personal reasons include (non-exhaustive):

- Emergency contact by their child, or their child's school
- Acutely ill dependents or family members

The Headteacher will decide on a case-by-case basis whether to allow special arrangements. If special arrangements are not deemed necessary, school staff can use the school office number (**01274 807700**) as a point of emergency contact.



4.2 Data Protection

In line with **Respect** for pupil and staff privacy, staff must not use personal mobile phones to process personal data or confidential school information, including entering data into generative artificial intelligence (AI) tools such as chatbots (e.g., ChatGPT and Google Gemini). Refer to the school's Data Protection Policy for further detail.

4.3 Safeguarding

To maintain professional boundaries and ensure complete safeguarding integrity:

- Staff must not give personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.
- Staff must avoid publicising contact details on social media platforms or websites to prevent unwanted contact.
- Staff must not use personal mobile phones to take photographs or recordings of pupils, their work, or anything that could identify a pupil. Photos or recordings for lessons, school trips, or activities must use school equipment.

4.4 Using Personal Mobiles for Work Purposes

In specific circumstances, staff may use personal mobile devices in front of pupils for work purposes, including:

- Multi-factor authentication
- Emergency evacuations
- Supervising off-site trips or residential visits

In these circumstances, staff will:

- Use mobile phones in an appropriate, professional manner in line with our Staff Code of Conduct.
- Refrain from taking photographs or recordings of pupils, their work, or identifying information.
- Refrain from contacting parents/carers directly via personal phones (contact must be made via the school office or designated school trip mobile).

4.5 Work Phones

Authorised staff provided with a school mobile phone must:



- Only allow authorised access to the device.
- Use school phone functions strictly for work purposes (calls, emails, work communications, or internet).
- Ensure all conduct and communication link to professional standards under our Staff Code of Conduct.

4.6 Sanctions

Staff who fail to adhere to this policy may face disciplinary action under the school's Staff Disciplinary Policy.

5. Use of Mobile Phones by Pupils

From September 2026, Bingley Grammar School must fully implement the Department for Education's statutory regulations banning mobile devices in schools. However, as the majority of our students use public transport to travel to school, we recognize safety needs and do not ban devices totally from the school premises.

To ensure our classrooms remain distraction-free environments focused on learning, we require the active **Collaboration** of all parents and students in upholding these rules:

- **Switch Off & Pack Away:** Pupils must ensure mobile phones are switched off before entering school premises. Phones must remain out of sight in bags or blazers at all times. Year 7 will be provided with a phone pouch upon arrival at school each morning.
- **Not Seen, Heard, or Used:** Phones must not be used, seen, or heard anywhere on school premises—including during breaktimes, lunchtimes, and while entering or leaving the site.

Sanctions for Non-Compliance

- **First Instance:** Confiscated; student collects from student reception at the end of the day.
- **Second Instance:** Confiscated; parent/carer must collect the device from the school office.
- **Persistent Issues:** Required to hand in phone daily or place it in a secure, lockable mobile phone pouch each day.

Pupils failing to cooperate will be subject to the standard Behaviour Policy. Specific refusal sanctions:



Breach	Minimum Sanction	Action By
Refusal to give in mobile phone or headphones	Minimum 1 day reflection (Can be reviewed/increased by SLT)	AHOY / Head of Year / Leadership

Why Are We Doing This?

Grounding our standards in **Respect** and **Commitment** to student wellbeing, this national directive aims to improve:

- **Focus on Learning:** Removing a massive classroom disruption (where 58% of pupils nationally report unauthorized phone use during lessons - *National Behaviour Survey, 2025*).
- **Social and Physical Development:** Encouraging face-to-face interaction, active communication, and healthier social habits (*Department of Health and Social Care, 2019*).
- **Online Safety:** Protecting pupils from digital harassment and constant social media pressure (where 31% of children report online harm - *Children's Media Report, 2025*).

Parents needing to contact their child urgently during school hours must call the main school office (**01274 807700**), and administrative staff will pass messages promptly. Pupils with documented medical needs will still be granted access.

Pupils will be taught the risks of mobile phone use to foster an environment where a mobile-phone-free school is seen as desirable and valuable.

5.1 Smartwatches

Smartwatches (devices with communications and smart technology) are subject to the exact same expectations as mobile phones.

5.2 Exceptional Circumstances & Sixth Form



- **Exceptional Circumstances:** Granted only for documented safeguarding or medical necessity via **Matthew Atkinson (DHT/DSL)**. Pupils must sign and adhere to the Acceptable Use Code of Conduct (Appendix 1).
- **Sixth Form Pupils:** Permitted access to mobile phones during the school day in designated areas (**The Hills inside area only**) to reflect increased independence and responsibility. They must not compromise the policy for younger pupils. Misuse results in standard behaviour sanctions.

5.3 Confiscation, Searches & Criminal Conduct

Under sections 91 and 94 of the Education and Inspections Act 2006, staff have the authority to confiscate devices. Staff also maintain statutory power to search phones where there is good reason under DfE guidance.

Where conduct involves potential criminal activity, the phone will be confiscated, switched off, and handed to our **Safer Schools Police Officer**. Such conduct includes:

- Creating or sharing nudes/semi-nudes, including digitally altered or AI-generated 'deepfakes' / 'deep nudes'.
- Upskirting.
- Threats of violence or assault.
- Abusive calls, emails, social media posts, or texts targeting protected characteristics (race, religion, sexual orientation).

6. Parents/Carers, Volunteers and Visitors

In the spirit of **Collaboration**, parents and carers are encouraged to reinforce this policy at home. Visitors, volunteers, governors, and contractors on site must adhere to staff standards:

- No pictures/recordings of pupils (unless at public events like school fairs for personal use only).
- No posting images on social media without consent.
- No phone use in lessons or when working in the presence of pupils.
- Trip volunteers must not contact other parents or capture pupil media and must refer phone breaches to staff.
- Parents must communicate exclusively through the main school office.

7. Loss, Theft or Damage



- Pupils must label phones appropriately and secure them with PINs/passwords.
- Staff must secure personal and work devices to prevent data breaches.
- The school accepts no responsibility for mobile phones lost, damaged, or stolen on school premises, transport, trips, or travel to/from school.
- Confiscated devices are stored securely in a school office. Lost phones should be turned into the school office.

8. Monitoring and Review

This policy is reviewed every two years using stakeholder feedback (**Collaboration**), behaviour records, and statutory updates. Amendments may also be made following any changes to Department for Education (DfE) legislation or guidance.

- **Linked Policies:** Behaviour Policy, Data Protection Policy.

Originator: MMA

Partner Governor: DMN

Date of Procedure: August 2026

Date of review: August 2028

Ratified by the Governing Body

Date of Review	Name of Reviewer	Changes to Policy



Appendix 1: Pupil Code of Conduct (Exceptional Circumstances)

If permitted to bring a phone under exceptional circumstances, you must demonstrate **Respect** and **Commitment** by obeying these rules:

1. No phone use throughout the school day (lessons, transitions, break, lunch) unless explicitly directed by a teacher.
2. Phones must be fully switched off (not on silent).
3. No phone use in toilets or changing rooms (to protect pupil privacy).
4. No taking photos or recordings (audio/video) of staff or pupils.
5. Do not share contact details or phone passwords with others.
6. Do not use phones to bully, harass, or intimidate anyone via text, email, or social media (applies inside and outside school).
7. Do not send or receive illegal content, including nude/semi-nude images or AI-generated 'deepfakes'.
8. Do not use vulgar, obscene, or derogatory language.
9. Do not view or share pornography or harmful media.
10. Comply immediately with staff requests to switch off or hand over a device.
11. **Exams:** Mobile phones are strictly prohibited in exam environments. Bringing a phone into a test room can invalidate your examination.



Appendix 2: Visitor Mobile Phone Slip

Use of Mobile Phones and Similar Devices at Bingley Grammar School

- Our school is a mobile phone-free environment.
- Please keep devices on silent/vibrate on school grounds.
- Do not use phones where pupils are present.
- Do not take photos/recordings of pupils or staff.
- The school accepts no responsibility for lost, stolen, or damaged devices.
- Full policy available from the school office.



Appendix 3: Staff Briefing Script - Enforcing the Mobile Phone Policy in Real Time

Core Values Alignment: Respect, Commitment, Collaboration

1. Opening & Purpose (45 Seconds)

"Good morning, everyone. Today we're reviewing our real-time enforcement procedures for our updated Mobile Phone Policy.

Under statutory DfE guidance and Part Five of KCSIE, Bingley Grammar School is a mobile phone-free environment by default. Guided by our core values of **Commitment** to high standards and **Respect** for a distraction-free learning environment, every member of staff is required to actively enforce this policy and challenge breaches immediately and consistently. Consistency across the school is vital—if one person lets it slide, it undermines everyone else."

2. Classroom & Corridor Enforcement Framework (90 Seconds)

"Our rule is simple: **Not Seen, Not Heard, Not Used** anywhere on school grounds, including break times, lunchtimes, and transitions. Phones must be switched off and out of sight in bags or blazers.

When you see or hear a device or headphones, follow the **Challenge – Confiscate – Log** protocol:

- **Step 1: Challenge & Request Immediately**
 - State the breach calmly and clearly without entering into a debate.
 - *Example Script:* 'Your phone is out in breach of our school policy. Please switch it off and hand it over immediately.'
- **Step 2: Apply the Correct Sanction Pathway**
 - **First / Second Breach:** Take the device. Confiscated phones must be taken to **Student Reception** or the school office, where they will be logged for student pickup at the end of the day (First Instance) or parent pickup (Second Instance). If this occurs in your lesson please press on call and SLT will take the device there.
 - **Refusal to Hand Over Device:** If a pupil refuses to hand over a phone or headphones, this triggers an immediate escalation. Call for **On-Call / SLT Support**. Under our policy, refusing to hand over a device carries a **minimum sanction of 1 day in Reflection**, issued by AHOY, Head of Year, or Leadership.
- **Step 3: Severe Safeguarding / Cyber Incident**



- If a phone breach involves severe online abuse, harassment, or nudes/AI deepfakes, **do not search the phone yourself**. Confiscate the device, switch it off, and hand it directly to **Matthew Atkinson (DHT/DSL)** to pass to our Safer Schools Police Officer."

3. Key Exceptions & Closing (45 Seconds)

"A quick reminder on exceptions

:

- **Sixth Form:** Sixth formers may use devices **only** inside 'The Hills' area. If they have devices out in main corridors or lessons, treat them under standard confiscation rules.
- **Medical / Exceptional Needs:** A small number of pupils have documented medical passes signed off by Matthew Atkinson. Check with the pastoral/SEN team if a pupil claims an exemption.

Through **Collaboration**, we keep our classrooms focused and safe. Challenge every device, every time. Thank you for your support."

