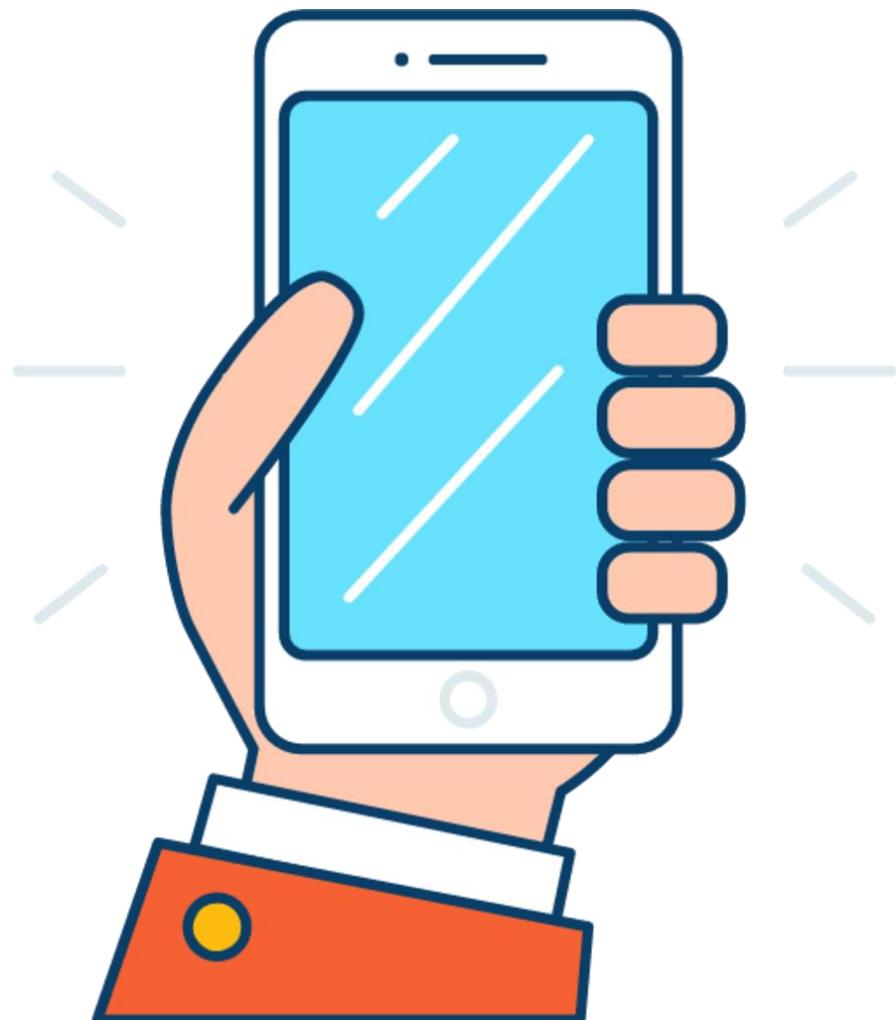




# **Kilburn Junior School**

# **Mobile Phone Policy**



**February 2026**



**KILBURN JUNIOR SCHOOL**  
Embark Federation  
September 2024  
Version I



## Kilburn Junior School: Mobile Phone Guidance 2026

### 1. RATIONALE

Every school has a duty to create an environment that is calm, safe and free from distraction so all pupils, whatever their background, can learn and thrive. Of all of these aims, a school's duty to create a safe environment should be of primary importance. By ensuring mobile phones are never accessible during the school day, we can create a safe space where pupils are protected from the risks and dangers associated with social media and cyber-bullying, as well as the peer pressure and possible stigma associated with owning what are often expensive devices. We can also ensure that there is zero risk of the use of mobile devices inadvertently causing safeguarding incidents.

For all these reasons, the government in their recent guidance, **Mobile Phones in Schools**<sup>1</sup> (January 2026) are determined that all schools should prohibit the use of mobile phones throughout the school day – not only during lessons but prior to and after the school day, during break and lunchtimes as well.

Our aim is to use this guidance to reaffirm our school's current policy regarding student mobile phones and to clarify our expectations achieving a greater consistency in practice both as a school and in concordance with Department for Education guidance. This action goes alongside wider intervention to protect children from online harms outside of school too, with a vital role also for parents and carers, as well as the responsibilities of social media platforms and internet service providers.

This guidance has been written so that it aligns with the Government's **Behaviour in Schools**<sup>2</sup> guidance, as well as recently updated guidance on teaching online safety within the curriculum, and support and training materials to help all schools deliver high quality relationships, sex and health education including around using technology safely and online harms.

### 2. MOBILE PHONE POLICY

All schools have a behaviour policy<sup>3</sup> which is aligned with the school's legal duties and standards relating to the welfare of children. This is essential in establishing and maintaining high standards of behaviour ensuring that teachers can deliver the curriculum and that the school is a calm and safe environment for all pupils and staff. This guidance should be read as an addendum to this policy:

At Kilburn Junior School, we expressly prohibit the use of mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, breaktimes and lunchtime.

As such, all devices that fit the above definition must be left at home or with parents. Any mobile phone found at school would be in breach of the school's behaviour policy.

<sup>1</sup> [https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile\\_phones\\_in\\_schools\\_guidance.pdf](https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf)

<sup>2</sup> [Behaviour in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/behaviour-in-schools)

<sup>3</sup> <https://www.kilburnjunior.school/files/behaviour-policy-nov-2025.pdf>

### **3. THE ROLE OF STAFF**

All staff will consistently enforce the school's policy on the use of mobile phones. Staff will not use their own mobile phone for personal reasons in front of pupils throughout the school day. This will empower staff to better challenge pupils to meet the school expectations and effectively model the prohibition of mobile phones throughout the school day. There may be occasions where it is appropriate for a teacher to use a mobile phone or similar device, for instance to issue homework; issue rewards and sanctions; communicate between the school office and staff carrying out outdoor PE or Forest School ('Trailblazer') activities; or to use multi-factor authentication for websites. Any personal use of a mobile phone by staff will be restricted to their break times and non-teaching times and will be conducted away from the children.

### **4. THE ROLE OF PUPILS**

All pupils should be clear on the school's policy on prohibiting the use of mobile phones and will be reminded of the policy, and the consequences and sanctions for not following it, at the start of each school year and again, where appropriate, at regular intervals. Pupils are taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision being taken by their school to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption, an increase in bullying and the danger of creating a safeguarding issue related to recording photographs or video footage within the school grounds. Pupils are also taught the benefits of having a mobile phone-free environment and are encouraged to see such an environment as desirable and valuable to achieve the aims of the school curriculum.

### **5. THE ROLE OF PARENTS AND CARERS**

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones and are encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment. Where parents need to contact their child during the school day, please do so in the usual manner through the school office. Likewise, in circumstances where children need to contact parents, staff will do so for them through the school office.

### **6. SANCTIONS**

The Department for Education (DfE) provides guidance on how schools can use sanctions lawfully in the **Behaviour in Schools** guidance (linked above). This guidance delineates a school's legal framework for the use of confiscation of mobile devices as a disciplinary penalty. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated as a sanction, providing they have acted lawfully. Headteachers are backed by the DfE to confiscate mobile phones and similar devices for the length of time they deem proportionate.

### **7. SEARCHING PUPILS**

Headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item as set out in legislation or any item identified in the school rules as an item that may be searched for. Government legislation has stated that headteachers can and should identify mobile phones and similar devices as something that may be searched for in their school behaviour policy. In searching or confiscating of items from pupils, staff follow the **Searching, Screening and Confiscation in Schools**<sup>4</sup> (July 2022) guidance.

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<sup>4</sup> [Searching, Screening and Confiscation \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

## **8. ADAPTATIONS AND REASONABLE ADJUSTMENTS**

Reasonable adjustments to the above policy will be considered by the Head Teacher, or a staff member they authorise, where necessary as the school recognises that there may be exceptional circumstances that necessitate a child to have access to their mobile phone after the end of the school day. For example, where a mobile phone forms part of an Educational Health Care Plan as a medical diagnostic tool, it may be appropriate for the mobile phone to remain with the pupil.

This guidance does not, however, provide an exhaustive list of exceptional circumstances, and the school will assess each case on its own merits. Should you believe that it is necessary for your child to have access to their mobile phone, please contact the school in writing (by email) or in person at the school office to state the exceptional circumstances and a decision will be made by staff if this is deemed necessary. Should the extenuating circumstances be deemed sufficient to necessitate your child have access to their mobile phone, the phone must be turned off and will be kept in the school office in a locked cupboard throughout the duration of the school day. The device can then be picked up from the office at the end of the day at 3:25pm (or 4:30pm on a day where a child might be attending a club). As stated above, the law protects staff from liability in any proceedings brought against them for any loss or damage to items that are being held for pupils.

*Please note, your child walking home on their own will not be deemed to be an exceptional circumstance if this is a routine activity. Should you deem your child to require a mobile phone to walk home from school, please consider whether they are of an appropriate age to do so on their own or whether it may be necessary to sort supervision for your child through a club or with a family member.*



## **Kilburn Junior School: Mobile Phone Policy 2026**

### **Appendix 1**

# **CODE OF CONDUCT AND ACCEPTABLE USE AGREEMENT**



## **CODE OF CONDUCT AND ACCEPTABLE USE AGREEMENT**

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

1. You may not use your mobile phone during lessons, unless there is an identified need within an Educational Health Care Plan or express permission has been granted by the head teacher.
2. Phones must be switched off (not just put on 'silent') before being handed into the office.
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff, visitors or other pupils..
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't 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. Don't 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. Don't 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 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 these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.



## **Kilburn Junior School: Mobile Phone Policy 2026**

### **Appendix 2**

# **PERMISSION TO USE MOBILE DEVICE IN CLASS FORM**

## 9. Appendix 2: Permission form for pupils to use mobile phones during lessons

Use this form if you normally allow pupils to bring their phones to school, but not to use them during lessons.

You may wish to get these forms counter-signed by a member of the senior leadership team, and to send a copy home with parents/carers.

PUPIL AND LESSON DETAILS	
<b>Pupil name:</b>	
<b>Date:</b>	
<b>Class/lesson details:</b>	

### PURPOSE

Teachers should fill out this box explaining how the phones will be used during the lesson

### Pupil agreement

I understand that I am being allowed to use my phone during lesson time as part of an educational or class activity.

I will not use my phone for any other purpose than the one listed above. If my teacher, or any other member of staff, finds that I'm using my phone for any other reason, I understand that it will be confiscated.

I understand that the school's [code of conduct/acceptable use agreement] on the use of mobile phones still applies.

Pupil signature: \_\_\_\_\_

Teacher signature: \_\_\_\_\_



## **Kilburn Junior School: Mobile Phone Policy 2026**

### **Appendix 3**

# **PERMISSION TO BRING MOBILE PHONE TO SCHOOL FORM**

PUPIL DETAILS	
<b>Pupil name:</b>	<b>EMBARK</b> FEDERATION
<b>Year group/class:</b>	

**PUPIL DETAILS****Parent/carer(s) name(s):**

The school has agreed to allow the above named pupil to bring their mobile phone to school because of a exceptional circumstance such as:

**List the appropriate reasons here. We've listed some common reasons below (you can delete as required):**

- Are a young carer
- Are attending a school trip or residential where use of mobile phones will be allowed
- Need the phone for an educational activity during class time
- Attend before or after-school where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its [\[code of conduct/acceptable use agreement\]](#).

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent/carer signature: \_\_\_\_\_

Pupil signature (where appropriate): \_\_\_\_\_

**Signed by:**

Chair of Governors:



Head Teacher



Date: 05.10.2025

Date: 05.10.2025