



FIRST STEPS TOGETHER
SKILLS FOR LIFE

MOBILE PHONE POLICY

Revision History			
Date	Version	Change	Author
July 2024	1	Policy Written	D Ledger
July 2025	2	Policy Reviewed	D Ledger
April 2026	3	Policy reviewed	C Donnelly
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First Steps Together

Mobile Phone and Smart Device Policy

1. Policy Statement

First Steps Together is committed to providing a safe, calm and focused learning environment that supports pupils' wellbeing, learning, and safeguarding. In line with Department for Education (DfE) guidance, the school operates as a mobile phone-free environment by default, with clear expectations for pupils, parents/carers, and staff.

This policy outlines how mobile phones and similar smart devices are managed on the school site to minimise distraction, reduce safeguarding risks, and promote positive behaviour.

2. Scope of the Policy

This policy applies to:

- All pupils attending First Steps Together
- All mobile phones and smart devices, including smartphones, smartwatches with communication or recording capability, and similar technology

This policy applies throughout the entire school day, including:

- Before school
- Lessons
- Break and lunchtime
- Movement between lessons
- After-school provision (unless otherwise agreed)

3. Expectations by Key Stage

Key Stage 1 (KS1) and Key Stage 2 (KS2)

- Pupils in KS1 and KS2 are not permitted to bring mobile phones or smart devices into school.
- If a device is brought in unintentionally, it must be handed to a member of staff immediately on arrival.
- The school accepts no responsibility for loss or damage to devices brought against policy.

Key Stage 3 (KS3) and Key Stage 4 (KS4)

- Pupils in KS3 and KS4 may bring a mobile phone to school, for example to support safe travel to and from school.
 - All mobile phones must be handed in to staff on arrival each morning.
 - Devices will be stored securely in a locked location during the school day.
 - Phones will be returned to pupils at the end of the school day.
- Mobile phones must not be used, accessed, seen or heard at any point during the school day.

3. Breaches of the Policy

If a pupil is found to be in possession of a mobile phone or using a device during the school day:

- The phone will be confiscated immediately by staff
- The incident will be logged in line with the school's Relational Behaviour support Policy
- Repeated breaches may result in:
 - Extended confiscation
 - The mobile phone being returned only to a parent/carer, not the pupil
 - Additional sanctions in line with the Relational Behaviour Support Policy
- Persistent non-compliance may be treated as a behaviour concern.

5. Safeguarding and Child Protection

This policy supports the school's safeguarding duties by:

- Reducing risks related to inappropriate content, online bullying, filming, and sharing images
- Limiting access to unmonitored communication during the school day
- The policy is aligned with Keeping Children Safe in Education (KCSIE), which requires schools to take a proactive approach to online safety and safeguarding risks associated with technology.

Any safeguarding concerns involving mobile phones will be managed in line with the school's Safeguarding and Child Protection Policy.

6. Reasonable Adjustments and Exceptions

The school recognises its duties under the Equality Act 2010.

Exceptions to this policy may be made where a mobile device is:

- Required for medical reasons (e.g. health monitoring apps)
- Part of an agreed reasonable adjustment for pupils with SEND
- Agreed as part of a safeguarding or care plan

All exceptions must be approved in advance by senior leaders and documented.

7. Roles and Responsibilities

Pupils

- Follow the school's mobile phone expectations
- Hand devices in promptly on arrival
- Do not use mobile phones during the school day

Parents and Carers

- Support the school's mobile phone policy
- Ensure pupils understand expectations
- Contact the school directly in emergencies rather than contacting pupils on their phones

Staff

- Apply the policy consistently and fairly
- Secure devices appropriately
- Follow behaviour and safeguarding procedures for breaches

8. Policy Links**This policy should be read alongside:**

- Relational Behaviour Support Policy
- Safeguarding and Child Protection Policy
- Online Safety Policy
- Searching, Screening and Confiscation Guidance
- SEND Policy

It aligns with DfE non-statutory guidance on mobile phones in schools, which states that **“all schools should be mobile phone-free environments by default”**