



**Independent and Co-educational  
Pre-Preparatory and Preparatory School**

**Mobile Phone Policy including EYFS  
(AS033)**

Registered Charity No: 1086829

## DEAN CLOSE AIRTHRIE SCHOOL

### MOBILE PHONE POLICY

#### Introduction and aims

This school is a mobile phone-free environment.

The use of mobile phones and other smart technology with similar functionality is prohibited throughout the school day, except where a specific, agreed exception applies.

This policy supports the school's commitment to:

- safeguarding and promoting the welfare of children
- maintaining a calm, focused and safe learning environment
- upholding high standards of behaviour
- reducing distraction, disruption, bullying and misuse of technology

This policy aligns with the school's Behaviour Policy, Safeguarding and Child Protection Policy, ICT Acceptable Use Policy, and legal duties under relevant legislation.

#### Relevant Legislation

- Government Guidance on the use of mobile phones in schools February 2026
- the Equality Act 2010
- the Children and Families Act 2014

#### Who this policy applies to

This policy applies to:

- all pupils
- all staff (including supply staff)
- parents and carers while on site
- volunteers, visitors, contractors and governors

#### Definition of Mobile Phones and Smart Technology

For the purposes of this policy, mobile phones include any device that can:

- send or receive calls, messages or notifications via mobile networks
- access the internet independently
- record audio, images or video

This includes (but is not limited to):

- smartphones
- smartwatches with communication or recording capability
- devices linked to mobile phone network

## **Prohibition of Mobile Phones During the School Day**

Dean Close Airthrie School is a mobile free school, and no pupil may have a mobile phone during the school day.

## **Medical Exemptions**

Pupils with a medical condition that requires the use of a mobile phone (for example, to support the monitoring or management of a medical condition such as diabetes) will be permitted to use their device as a reasonable adjustment, in accordance with the Equality Act 2010 and the school's Supporting Pupils with Medical Conditions Policy. Such use will be agreed in advance, documented, and limited to the specific medical purpose only.

- Pupils who walk to school or travel on public transport or on school organised travel may bring a mobile phone to school to enable them to be safe outside of the school day.
- Pupils who are in separated families and may move between homes during the week may bring a mobile phone to school to enable them to contact separated parents outside of the school day.
- Any parent who believes their child needs to bring a phone to school for walking, travel on public transport or due to separated families must contact the Head in writing and explain their reasons.
- No phone may be brought to school until written permission is granted by the Head
- If a pupil has been given permission the mobile phone must be taken to the Front Office and handed in where it will be locked away until collection.
- At the end of the school day, when the pupil is leaving the school, the phone will be handed to the pupil and must immediately be put into the pupil's bag. It must not be taken out of their bag until the pupil has left the school site.
- Mobile phones are not permitted on any school trips including sports matches.

## **Expectations for Pupils**

Pupils will be:

- clearly informed of the policy and reminded regularly
- taught about the risks associated with mobile phone use
- supported to understand the benefits of a mobile phone-free environment

This education will be delivered through:

- assemblies
- PSHE / RSE
- Form times

### **Role of Staff and staff expectations**

All staff are responsible for consistently enforcing this policy.

Staff must:

- not use personal mobile phones for personal reasons in front of pupils during the school day
- Ensure their smartwatch is set to aeroplane mode whenever children are present, to prevent interruptions and maintain full focus on supervision.
- model expected behaviour
- help educate pupils in the value of a mobile-free environment and the risks associated with mobile phones
- challenge breaches calmly and consistently
- follow the sanctions detailed in the policy

Staff may, where necessary, briefly use their personal mobile phones for work-related purposes, such as completing two-factor authentication or in emergencies, provided this is done discreetly and in line with school expectations. Where pupils are present, staff must explain to pupils the reason for using their device.

### **The Role of Parents and Carers**

Parents are expected to:

- support the school's mobile phone policy
- reinforce expectations at home
- Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day. This entails:
  - a. Not using phones in the presence of pupils or during contact hours
  - b. Not taking pictures or recordings of pupils on school grounds, unless it is of their own child
  - c. Not posting any images or recordings to social media without consent
- Parents who need to contact their child during the school day should do so via the school office.

### **Sanctions for Breaching the Policy**

Breaches of this policy will be dealt with in line with the school's Behaviour Policy.

Sanctions may include:

- confiscation of the device
- detention or withdrawal from activities
- parental contact
- further sanctions for repeated breaches

The school has the legal power to confiscate mobile phones and similar devices where the policy is breached. Confiscation will be proportionate and take account of individual circumstances, including age, SEND, and safeguarding considerations.

Date of Issue: April 26

Review Date: Sept 26

Owner: Jason Dobbie - Head

### **Searching and Confiscation**

The Head or authorised staff may search pupils or their possessions where there are reasonable grounds to suspect possession of a mobile phone or similar device.

Searching will be conducted in line with:

- statutory powers
- the school's Behaviour Policy
- national guidance on searching, screening and confiscation
- the school's Restrictive Interventions Policy

### **Safeguarding Considerations**

If misuse of a mobile phone raises safeguarding concerns, staff will:

- follow the school's Safeguarding Policy
- consult the Designated Safeguarding Lead
- consider whether additional support or referral is required

### **Adaptations and Reasonable Adjustments**

The school recognises its legal duties under:

- the Equality Act 2010
- the Children and Families Act 2014

Reasonable adjustments may be made for pupils who:

- have a disability
- have a medical condition requiring mobile phone use
- have exceptional personal circumstances

Such use will:

- be agreed in advance
- be limited to specific purposes, times and locations
- not exempt pupils from all restrictions

### **Online Safety**

The school will:

- maintain appropriate filtering and monitoring systems
- regularly review online safety arrangements
- ensure pupils know how to raise concerns about online incidents

Online safety considerations are reflected across all relevant school policies.

### **Communication and Review**

This policy will be:

- published and accessible to parents and pupils on the school website
- reviewed regularly by senior leaders and trustees
- updated in line with guidance and legislation

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### **Loss, theft or damage**

- 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 parents/carers are aware of the disclaimer above through the issue of the school policy and through the school newsletters
- Confiscated phones will be stored in the Heads Office