



Mobile Phone Policy

June 2026

Status:	DRAFT	Version:	4
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Date:	30/06/2026	Type:	Policy
Review:	30/06/2027		

Appendix

Plymouth CAST Mobile Phone Policy

(Including Smart Phones, Smart Watches and Smart Glasses)

1. Purpose and Rationale

All Plymouth CAST Schools are mobile-free zones for students and adults.

In our schools we want to make sure our children are happy, safe, and have maximum opportunity to learn effectively. We want to see them live out the Gospel values, Catholic Virtues and British Values. We work alongside parents to encourage our children to develop as fully as possible. We want our children to:

- Grow socially
- Grow personally
- Grow spiritually
- Grow academically

This policy sets out the Trust's approach to the possession and use of mobile phones and other personal mobile devices by pupils during the school day.

The policy is implemented in response to national and international evidence highlighting the negative impact of personal mobile devices on pupil safety, welfare, behaviour, wellbeing and learning. Research consistently demonstrates that unrestricted access to mobile phones in schools can contribute to distraction, reduced attention, increased anxiety, bullying, safeguarding risks, and diminished academic outcomes.

The Trust is committed to creating calm, focused, and safe learning environments in which pupils can thrive academically and socially. This policy is fully aligned with current Department for Education guidance, Ofsted expectations, and recognised best practice across the sector.

2. Scope of the Policy

This policy applies to:

- All Trust primary first, nursery and secondary schools.
- All pupils on roll
- All adults including staff, volunteers, visitors, contractors and parents
- All young people/students on work experience, placements or visits
- All mobile phones, smart phones, smart watches, and similar personal communication devices

For the purposes of this policy, "mobile phone" includes any device capable of:

- Making or receiving calls
- Sending or receiving messages
- Accessing the internet
- Recording audio, images, or video

This includes, but is not limited to: mobile phones, certain *smart watches* and *smart glasses*.

Appendix

3. Core Trust Principle

No mobile phone or smart device may be on a pupil's person during the school day.

Where permission is granted for a pupil to bring a mobile phone to school, it must be:

- Switched off
- Stored securely in accordance with this policy
- Not accessed at any point during the school day

4. Secondary Schools

4.1 Permission to Bring Mobile Phones

In secondary schools, the Trust recognises that some pupils require a mobile phone for safety and welfare reasons when travelling to and from school.

Accordingly:

- Students may be granted permission to bring a mobile phone to school
- This permission does not extend to possession or use during the school day
- Permission will only be granted following submission and approval of the appropriate form Appendix B below.

4.2 Storage Arrangements

- On arrival at school, mobile phones and smart watches must be switched off and placed immediately into the specialist mobile phone locker
- Devices must remain switched off and locked away for the entire duration of the school day
- Phones must not be accessed for any reason during the school day

4.3 End of Day Arrangements

- Students may retrieve their mobile phone as they are leaving the school premises
- Phones must not be switched on until the student has left the school site

4.4 Breaches of the Policy

- Any access to a mobile phone or smart device during the school day constitutes a breach of this policy
- Breaches will result in logical consequences in line with the school's Behaviour Policy
- Consequences may include, but are not limited to:
 - Confiscation and return at the end of the school day or to a parent/guardian or nominated alternative adult
 - Withdrawal of permission to bring a mobile phone to school

Failure to comply with end-of-day expectations (e.g. turning the phone on while still on site) will also result in consequences under the Behaviour Policy.

Appendix

5. Primary Schools

5.1 Permission to Bring a Mobile Phone

Mobile phones are not routinely permitted in primary schools.

However, we recognise that special circumstances may require a child to bring a mobile phone to school.

Where special circumstances dictate that a child needs to bring a mobile phone to school, her/his parent/carer must apply in writing for permission for their child to bring a mobile phone to school. Applications must:

- Be made by completing the appropriate form, Appendix A below
- Clearly state the reason the phone is required
- Accept responsibility for the device
- Confirm agreement that the child will comply fully with this policy

Permission will be granted only in exceptional circumstances, and usually only for pupils in Year 5 or Year 6 who are walking home without a parent.

5.2 Storage Arrangements

Where permission has been granted:

- The mobile phone must be switched off before entering the school premises/grounds
- The phone must be handed to the child's class teacher on arrival
- The class teacher will store the phone securely and lock it away for the day in a mobile phone locker which is kept in the school office

5.3 End of Day Arrangements

- The child will collect the phone from the class teacher as they leave school
- The phone must not be switched on until the child has left the school premises/grounds

5.4 Breaches of the Policy

Failure to follow any aspect of this policy will result in logical consequences in line with the school's Behaviour Policy and may include:

- Confiscation and return at the end of the school day or to a parent/guardian or nominated alternative adult
- Withdrawal of permission to bring a mobile phone to school

6. Responsibility for Loss or Damage

Pupils bring mobile phones to school entirely at their own risk.

- The Trust and individual schools accept no responsibility for loss, theft, or damage to mobile phones or smart devices brought onto school premises

Appendix

- Pupils and parents/carers are responsible for ensuring devices are adequately insured if required.

7. Staff, visitors and other adults

The same mobile-free expectations apply to all staff, visitors, contractors and other adults in school, as well as all young people/students on work experience, placements or visits.

- No device under this policy's definition of a mobile phone (section 2) should be worn, accessed or be visible during the school day or when students are present on the school premises.
- Failure to comply with the requirements of this policy could result in action under the school/trust's disciplinary or safeguarding policies, and or, in the case of visitors or volunteers, withdrawal of permission to enter the school premises.
- The school will make suitable spaces available for adults to use mobile devices when it is absolutely necessary. The safety of students must be assured at all times

8. Medical Devices

Mobile devices that are essential for supporting students or adults with medical conditions are permitted once authorised by the headteacher following completion of **Appendix C (students) or Appendix D (adults)**.

9. Safeguarding and Welfare

This policy supports the Trust's safeguarding duties by:

- Reducing the risk of covert filming, online bullying, and inappropriate use
- Reducing the risk of pupils accessing inappropriate online material
- Protecting pupils from external contact during the school day
- Supporting the development of healthy attitudes to the use of mobile devices
- Supporting pupils' mental wellbeing and social interaction

Any safeguarding concerns relating to mobile phone use will be managed in line with the Trust's Safeguarding and Child Protection Policy and associated policies such as Anti Bullying and Behaviour policies.

10. Monitoring and Review

- This policy will be implemented consistently across all Trust schools
- Headteachers are responsible for ensuring clear communication with pupils, parents/carers, staff and other adult/young person visitors
- The Trust will review the policy periodically in line with updates to DfE guidance and emerging best practice.

Appendix

Appendix A

PARENT PERMISSION FORM – PRIMARY SCHOOLS

Request for Permission to Bring a Mobile Phone to School

Plymouth CAST Primary Schools are mobile-free zones. Mobile phones are not routinely permitted.

Permission will only be granted in exceptional circumstances, usually for pupils in Year 5 or Year 6, in line with the Trust Mobile Phone Policy.

Child's Details

Child's Full Name: _____

Class / Year Group: _____

School: _____

Reason for Request

Please clearly explain why your child needs to bring a mobile phone to school (for example travel arrangements or safeguarding considerations):

Parent/Carer Declaration

I confirm that:

☐ I have read and understood the Plymouth CAST Mobile Phone Policy.

☐ I understand that permission, if granted, is exceptional and may be withdrawn at any time.

☐ I agree that my child will:

- Switch the phone off before entering the school premises
- Hand the phone to their class teacher immediately on arrival
- Not access the phone at any point during the school day
- Not switch the phone on until they have left the school premises at the end of the day

☐ I understand that any breach of the policy may result in consequences under the school's Behaviour Policy and withdrawal of permission.

Appendix

☐ I accept full responsibility for the device.

☐ I understand that the Trust and school accept no responsibility for loss, theft or damage, and that insurance arrangements are my responsibility.

Parent/Carer Name: _____

Signature: _____

Date: _____

Contact Number: _____

School Decision (Office Use Only)

Permission Granted: ☐ Yes ☐ No

Start Date: _____

Review Date (if applicable): _____

Signed (Headteacher or Delegate): _____

Appendix

Appendix B

PARENT PERMISSION FORM – SECONDARY SCHOOLS

Authorisation to Bring a Mobile Phone to School

Plymouth CAST Secondary Schools are mobile-free during the school day. Students may be granted permission to bring a mobile phone for travel and safety reasons only. Permission does not allow possession or use during the school day.

Student Details

Student Full Name: _____

Year Group/Form: _____

School: _____

Parent/Carer Acknowledgement

I confirm that:

☐ I have read and understood the Plymouth CAST Mobile Phone Policy

☐ I understand that my child may bring a mobile phone to school for travel and safety purposes only.

☐ I understand that:

- The phone (and any smart watch) must be switched off before entering the school site
- The device must be placed immediately into the allocated locker on arrival
- The device must remain switched off and not be accessed at any point during the school day
- The phone may only be switched on after my child has left the school site at the end of the day

☐ I understand that any access during the school day constitutes a breach of the policy and will result in consequences under the Behaviour Policy.

☐ I understand that repeated breaches may result in withdrawal of permission to bring a phone to school.

☐ I accept full responsibility for the device.

☐ I understand that the Trust and school accept no responsibility for loss, theft or damage, and that insurance arrangements are my responsibility.

Appendix

Parent/Carer Name: _____

Signature: _____

Date: _____

Emergency Contact Number: _____

Student Agreement

I confirm that I understand the school's Mobile Phone Policy and will follow it fully.

Student Signature: _____

Date: _____

Appendix

Appendix C

PARENT PERMISSION FORM – MEDICAL DEVICE USE (STUDENTS)

Authorisation for a Mobile Device to Support a Medical Condition

Plymouth CAST Schools are mobile-free environments for students. However, the Trust recognises that some medical conditions require the use of a mobile device (for example continuous glucose monitoring systems used by pupils with diabetes).

Where a mobile device is required to support a medical condition, permission may be granted by the Headteacher following completion of this form.

Permission allows the device to be brought to school **and used only for the agreed medical purpose.**

Student Details

Student Full Name: _____

Year Group/Form: _____

School: _____

Medical Need

Medical Condition: _____

Device or application used to support the condition:

Brief explanation of how the device supports the student's medical needs:

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Is the use of this device reflected in the student's Individual Healthcare Plan?

☐ Yes

☐ No

Parent/Carer Declaration

Appendix

I confirm that:

- ☐ I have read and understood the Plymouth CAST Mobile Phone Policy (March 2026).
 - ☐ I understand that permission is granted only because the device supports a medical condition.
 - ☐ I understand that the device must only be used for the agreed medical purpose during the school day.
 - ☐ I understand that the device must not be used for messaging, social media, photography, internet browsing or any other non-medical purpose.
 - ☐ I understand that misuse of the device may result in withdrawal of permission and action under the school's Behaviour Policy.
 - ☐ I accept full responsibility for the device.
 - ☐ I understand that the Trust and school accept no responsibility for loss, theft or damage, and that insurance arrangements are my responsibility.
-

Parent/Carer Name: _____

Signature: _____

Date: _____

Emergency Contact Number: _____

Student Agreement

I confirm that I will only use the device to support my medical condition and not for any other purpose during the school day.

Student Signature: _____

Date: _____

School Decision (Office Use Only)

Permission Granted: ☐ Yes ☐ No

Start Date: _____

Review Date (if applicable): _____

Signed (Headteacher or Delegate): _____

Appendix

Appendix D

APPLICATION FOR MEDICAL EXEMPTION – ADULTS

Authorisation for an Adult to Use a Mobile Device to Support a Medical Condition

Plymouth CAST Schools operate as mobile-free environments for students and adults during the school day.

The Trust recognises that some staff members, volunteers or other adults may require access to a mobile device to support a medical condition.

Permission may be granted by the Headteacher following completion of this form.

Applicant Details

Name: _____

Role (e.g. staff / volunteer / contractor): _____

School: _____

Medical Need

Medical Condition: _____

Device/application used to support the condition:

Brief explanation of how the device supports the medical condition:

Declaration

I confirm that:

☐ I have read and understood the Plymouth CAST Mobile Phone Policy (March 2026).

☐ I understand that the device is permitted only because it supports a medical condition.

Appendix

- ☐ I agree that the device will only be accessed for medical monitoring or alerts during the school day.
- ☐ I understand that the device must not be used for personal communication, messaging, social media, photography or internet browsing while students are present, except where permitted by the Mobile Phone Policy.
- ☐ I will ensure the device is kept discreet and out of sight when not required for medical monitoring.
- ☐ I understand that failure to comply with the policy may result in withdrawal of permission and may be addressed under relevant Trust policies.
-

Applicant Name: _____

Signature: _____

Date: _____

Authorisation (Office Use Only)

Permission Granted: ☐ Yes ☐ No

Start Date: _____

Review Date (if applicable): _____

Signed (Headteacher or Delegate): _____
