Mobile Phone Policy

LIGHTHOUSE
MULTI ACADEMY TRUST

Policy Owner:	Lighthouse Multi Academy Trust
Approved/ Ratified:	Mrs Pat Hunt 15.4.27
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Document Version Control Log

Version	Modification Date	Synopsis of Changes
1.0	September 2025	
2.0	January 2026	Reviewed following DFE new guidance released 19th January 2026 Updated paragraphs providing clarity on smart watches and prohibited items
3.0	February 2026	Reviewed with section for staff with exceptional circumstances due to medical reasons Added a new appendix for staff to submit a form for exceptional circumstances (Appendix 7) Added an alternative appendix for children to sign in sign out form for a week (Appendix 2)

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1. Introduction and aims

The Trust adopts a mobile phone-free approach across all academies. This means that the default position is that mobile phones and personal smart technology are not permitted to be used or accessed during the academy day. Any exceptions are tightly controlled, risk assessed, and approved in advance.

This Mobile Phone Policy has been developed in accordance with Department for Education (DfE) guidance, current as of January 2026. Exceptions may be made in cases where mobile phones are required for **safety, medical, or communication needs**, including for pupils with disabilities or health conditions.

The Lighthouse Multi Academy Trust recognises that mobile phones, including smartphones, are an integral part of everyday life for pupils, parents/carers, staff, and the wider academy community. This policy seeks to balance the benefits of mobile technology with the need to maintain a safe, focused, and respectful learning environment.

The Lighthouse Multi Academy Trust will work in partnership with parents and carers to ensure consistent expectations regarding mobile phone use both in and out of the academy.

The aims of this policy are to:

- Promote safe, responsible, and appropriate use of mobile phones
- Set clear and consistent guidelines for the use of mobile phones by pupils, staff, parents/carers, and volunteers
- Support and complement other Trust and academy policies, particularly those relating to safeguarding, child protection, and behaviour

This policy links with several academy policies, practices and action plans including:

- Anti-bullying Policy
- Acceptable Use Policies (AUP)
- Behaviour and discipline Policy
- Safeguarding and Child Protection Policy
- Data Protection Policy
- Disciplinary Policy
- Educational Visits Policy
- Low Level Concern Policy
- Online Safety Policy
- Staff Handbook
- Staff code of conduct Policy
- Whistleblowing Policy

This policy also aims to address some of the challenges posed by mobile phones in the academy, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

The purpose of this policy is to safeguard and promote the welfare of all members of our community when using mobile devices and smart technology.

2. Roles and responsibilities

Staff

All staff (including teachers, teaching assistants, learning support assistants, apprentices, site manager/caretaker, lunch time supervisors and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the academy, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Executive Head Teacher/ Head Teacher/ Head of School of each academy are responsible for monitoring the policy and holding staff and pupils accountable for its implementation. The Trust Central Team will review the policy annually.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3. Use of mobile phones, smart watches and smart technology devices by staff

The DFE's non- statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the day. This will empower staff to better challenge pupils to meet the academy expectations and effectively enforce the prohibition of mobile phones throughout the academy day.

Members of staff must ensure that any use of mobile and smart technology, including smartwatches, personal mobile phones, and other mobile devices, complies with the law and with relevant Trust policies and procedures. This includes, but is not limited to, policies relating to confidentiality, safeguarding and child protection, data security, the staff code of conduct, and Acceptable Use Policies.

3.1 Personal mobile phones and devices

Staff (including volunteers, contractors, and any other individuals engaged by the academy) are not permitted to make or receive calls, or send text messages, on personal mobile phones while children are present or during contact time.

Use of personal mobile phones must be limited to non-contact time and restricted to areas of the academy where pupils are not present, such as staff rooms, staff toilets, offices, or designated storage areas. Staff should store devices securely and out of sight.

There may be exceptional circumstances in which it is appropriate for a member of staff to have access to their mobile phone during contact time. These may include:

- Emergency contact from their child or their child's academy
- Situations involving acutely ill dependants or immediate family members

Any such arrangements must be agreed in advance, where possible, with the Executive Head Teacher, Head Teacher, or Head of School, who will consider requests on a case-by-case basis. Where special arrangements are not deemed necessary, academy staff should use the academy office telephone as a point of emergency contact.

There may also be occasions where it is appropriate for a teacher or member of staff to use a mobile phone or similar device for professional purposes, such as multi-factor authentication required for secure access to academy systems.

Exceptional Circumstances for staff

The Lighthouse multi Academy Trust and its academies recognises that, in exceptional circumstances, a member of staff may need access to their mobile phone during the academy day due to medical reasons.

1. Eligibility
Permission may be granted where a staff member:

- Has a medical condition requiring monitoring (e.g. blood glucose monitoring, medical alert apps, hospital contact).
- Is undergoing medical treatment and may need to receive urgent communication.
- Is a primary carer for a dependent with a significant medical condition requiring immediate contact.

Medical evidence may be requested where appropriate.

2. Authorisation Process

- Staff must seek prior approval from the CEO, Trust Central Team, Executive Headteacher/ Headteacher or Head of School
- Staff submit approval form ((See Appendix 7).
- Approval will be confirmed in writing.
- The Lighthouse MAT must be informed.
- Arrangements will be reviewed periodically.

3. Conditions of Use
Where permission is granted:

- The phone must remain on silent (not vibrate) during teaching time.
- It must not be visible or used in front of pupils *unless* medically necessary. The Trust will provide a Yondr pouch to store/ carry the mobile phone in.
- Calls should only be answered in private and, where possible, outside the classroom.
- Use must remain proportionate and strictly related to the medical need.
- The device must not be used for personal communication unrelated to the agreed medical reason.

Where permission has been granted for a member of staff to retain access to a personal mobile phone due to an approved medical need (for example, diabetes management), the Trust will provide a Yondr pouch to store/ carry the mobile phone when moving around the academy site building.

This ensures the device remains accessible for essential medical monitoring or emergency communication, while preventing the use of camera functionality on academy premises.

This control measure is in place to safeguard pupils and the member of staff by eliminating the risk of unauthorised photography or recording and reducing the potential for misunderstandings, allegations, or breaches of professional conduct.

The device must only be used for the approved medical purpose and must not be used for any other communication, photography, recording, or social media activity while pupils are present.

4. Safeguarding and Professional Conduct

- Staff must continue to adhere to safeguarding, data protection, and professional conduct expectations at all times.
- No photographs, recordings, or messaging involving pupils may take place on personal devices.
- If regular access is required, alternative reasonable adjustments (such as proximity to an office phone) may be considered.

5. Withdrawal of Permission
Permission may be withdrawn if:

- The device is used inappropriately.
- Conditions of use are not followed.
- The exceptional circumstances no longer apply.

The Lighthouse Multi Academy Trust and its academies are committed to supporting staff wellbeing and ensuring reasonable adjustments are made where required, while maintaining professional standards and safeguarding expectations.

3.2 Smart watches

Staff smartwatches are generally permitted on academy sites; however, strict usage guidelines apply to ensure a safe, professional, and focused learning environment. While wearing a smartwatch is allowed, functions such as cameras, messaging, and calling must be disabled or set to airplane mode during lesson time and whenever staff are in contact with pupils.

Smartwatch functions that allow communication (calls, messaging, internet access) must be disabled or the device must be placed in airplane mode at all times while on academy premises when pupils are present.

These functions must not be used at any time when on academy premises. The purpose of these restrictions is to prevent distraction and to maintain appropriate professional boundaries with pupils and parents/carers.

Devices with camera or recording functions must not be used on site.

3.3 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential academy information, including entering such data into generative artificial intelligence (AI) tools such as chatbots.

Please refer to the following policies:

- Data Protection Policy
- Acceptable Use Agreement (AUP)

All Members, Trustees, Governors, Trust Central Team members, and staff working within academies of Lighthouse Multi Academy Trust must sign an Acceptable Use Agreement (AUP) on an annual basis.

- Online Safety Policy

3.4 Safeguarding

Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/academy trip/activity, this must be done using academy equipment (I-Pad).

Academies can opt for a 'social media device' which will be purely used for taking videos/ photographs of children during academy events of Trust events. *(Please see Social Media Policy for more information)*

3.5 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Issuing homework, rewards or sanctions e.g. Class Dojo
- Any digital communication with pupils or parents must take place through approved academy platforms only.
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising off site competitions e.g. Young Voices, Trust Sport events, Trust events
- Supervising residential visits

Please refer to the following policies:

- Educational Visits Policy

Staff are able to take their personal mobile phone to residential visits but these are not to be used around the children. The lead teacher will use their mobile phone to contact the academy on arrival and throughout the day to keep in touch. The lead teacher will use their mobile phone in an emergency to call a parent/ carer if their child is ill/ upset. To safeguard the staff and child, the mobile phone will only be used when 2 members of staff are present.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with the staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil

Parents and carers are not given the mobile phone number of the staff who are attending the residential.

3.6 Work mobile phones

Some members of staff are provided with a mobile phone by the academy for work purposes.
Only authorised staff are permitted to use the academy phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

3.7 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the Trust Disciplinary Policy for more information.

If a member of staff is thought to have illegal content saved or stored on a personal mobile or other device or have committed a criminal offence using a personal device or mobile phone, the police will be contacted, and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

4. Use of mobile phones by pupils

The Department for Education's non-statutory guidance on mobile phones states that all schools/ academies should operate mobile phone-free environments by default, with any deviation permitted by exception only. **The Lighthouse Multi Academy Trust follows this guidance across its academies.**

Pupils should **not** bring mobile phones or personal smart devices into the academy, unless there are exceptional circumstances. *Academies must keep a record of the pupils who bring a mobile phone to the academy and the reason why it has been agreed as an exceptional circumstance* (See Appendix 6).

Exceptional Circumstances for pupils

1. ***Walking to and from the academy independently***

Year 6 pupils who walk to and from the academy independently, are permitted to carry a mobile phone for personal safety. In these cases:

- The phone must be switched off on arrival and handed to designated staff (e.g. Year 6 lead) at the start of the day.
- The device will be stored securely in a locked location for the duration of the academy day.
- Phones will be returned at the end of the day.
- Pupils must not access their device during the academy day under any circumstance.

If a Year 6 pupil attends breakfast club or after-academy care, they must:

- hand their mobile phone to a supervising adult, and
- sign the device in and out as part of the academy's secure storage process

Pupils are **not** permitted to take mobile phones or personal smart devices on academy trips or residential visits.

If a pupil needs to contact their parent or carer during the academy day, they will be supported to do so using the academy office telephone. Parents and carers are asked not to contact pupils directly and instead communicate via the academy office, who will pass on messages as appropriate.

Phones and similar devices are **prohibited from being used or accessed at any time during the academy day**, including:

- lessons
- the periods between lessons
- break times
- lunchtimes

This prohibition applies regardless of whether the device is visible or heard

Year 5 pupils may walk to and from the academy during the Summer Term for transitional purposes, subject to the discretion and approval of individual academies and Executive Headteachers/ Headteachers/ head of Schools, where it is deemed safe. In these circumstances the pupils are permitted to carry a mobile phone.

2. ***Medical Conditions***

In line with Department for Education guidance, reasonable adjustments will be made for pupils who require access to mobile or smart technology due to a disability or medical condition. This includes, for example, pupils who use mobile phones or smart devices to monitor or manage health needs such as diabetes, epilepsy or other diagnosed medical conditions. Any such use will be agreed in advance with the academy leaders, parents/carers, and, where appropriate, medical professionals. A written risk assessment will be completed to identify the specific need, outline how and when the device may be used, consider any safeguarding or data protection risks, and set out the control measures in place to minimise these risks. These arrangements will be reviewed regularly and managed sensitively in accordance with the Equality Act 2010, safeguarding requirements, and the academy's medical needs and child protection policies. Adjustments will be considered on an individual basis and will not compromise safeguarding or the learning environment. The Trust will provide a Yondr pouch to store/ carry the mobile phone in. The pouch will not block the signal to ensure the glucose monitoring system will still work.

3. Special Educational Needs (SEND)

The academy recognises its duties under the Equality Act 2010 and the SEND Code of Practice to make reasonable adjustments for pupils with special educational needs and/or disabilities (SEND).

Mobile phones or smart devices may be permitted **by exception only** where a pupil has a clearly identified need linked to a disability, medical condition, or special educational need, and where access to such a device is necessary to support their health, safety, communication, or access to education.

Exemptions may be considered in the following circumstances:

- **Communication needs**, where a device is required as an assistive or augmentative communication aid
- **Access and learning needs**, where use of a device is specified within an Education, Health and Care Plan (EHCP) or agreed support plan
- **Emotional regulation or mental health needs**, where use is supported by professional advice and forms part of a planned support strategy

Any exemption must be agreed in advance by the academy leadership in consultation with parents/carers and, where appropriate, relevant professionals. A **written risk assessment** will be completed for each individual case. The risk assessment will:

- identify the specific purpose and need for the device
- set out when, where, and how the device may be used
- consider safeguarding, data protection, and privacy risks
- detail control measures, including supervision, restricted functionality, and secure storage
- name staff responsible for oversight and monitoring

Risk assessments will be reviewed regularly and updated if the pupil's needs or circumstances change.

Safeguards and Restrictions

Where an exemption is granted:

- device use will be limited strictly to the agreed purpose
- non-essential functions (such as cameras, messaging, or internet access) will be disabled where possible
- pupils will not be permitted unrestricted or unsupervised use
- the device must not be used for social communication or entertainment during the academy day

Review and Withdrawal of Exemptions

Exemptions are not permanent and may be reviewed, amended, or withdrawn if they are no longer necessary, are misused, or present a safeguarding concern. All arrangements will be managed sensitively and in line with the Trust and academy's safeguarding, medical needs, and child protection policies.

The Curriculum

Pupils will be taught about safe and appropriate use of mobile and smart technology as part of a progressive and age-appropriate online safety and safeguarding curriculum. This will include risks associated with mobile phone use and the benefits of a phone-free environment. Further information can be found in the Trust's Child Protection and Safeguarding Policy, Online Safety Policy, and relevant curriculum policies.

Academies will clearly communicate consequences for breaches of this policy, including the use of sanctions such as confiscation in line with the DfE's behaviour guidance. Confiscation should be lawful, proportionate, and consider individual circumstances such as SEND.

Pupils must adhere to the academies **code of conduct/acceptable use agreement** for mobile phone use (See Appendix 1).

When Year 6 pupils arrive at the academy they will sign their mobile phone in and out and an adult will initial to say they have seen this been added into the mobile phone box. The mobile phone box will be locked in a cupboard during the day. (See Appendix 2)

5. Use of smart watches by pupils

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the academy chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Smartwatches are not permitted to be worn by children due to the concerns about distraction, potential for misuse (like taking photos or videos, or accessing inappropriate content), and safeguarding risks. Instead, the Lighthouse Multi Academy Trust allow basic digital or analogue watches for telling time, but these must be removed before physical education lessons. If a child needs to contact a parent/carer during the academy day, they should do so through the academy office.

Sanctions

If a pupil breaches this policy their mobile phone will be confiscated.

Academies are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006

These powers are exercised in line with the DfE guidance on Searching, Screening and Confiscation, and staff will receive appropriate training.

If a mobile phone is confiscated the parent/carer will be notified by phone call/ email and the device will be locked away safely in a safe until the end of the day. The parent/carer will need to go to the academy office at the end of the day to collect the mobile phone device.

If a pupil has breached this policy e.g. used their mobile phone to take photos/ videos in the academy or on site staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows academies to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person.). *Any search of a device will be carried out by parents. Wherever possible, searches will be witnessed and recorded in line with the academy's safeguarding and behaviour procedures.*

Mobile phones are classified as prohibited items. Where there is reasonable suspicion that a pupil has a device on their person or in their belongings in breach of this policy, authorised staff may search for and confiscate the device in accordance with the Education and Inspections Act 2006 and DfE Searching, Screening and Confiscation guidance.

In each case, the sanction given must be reasonable and proportionate. The academy will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of Keeping Children Safe in Education

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The Lighthouse Multi Academy Trust takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including work experience students, governors, and contractors) must adhere to this policy as it relates to staff if they are on the academy site during the academy day.

This means:

- Not taking pictures or recordings of pupils, unless it's a public event (such as an academy fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at the academy.

Parents/carers must use the academy office as the first point of contact if they need to get in touch with their child during the academy day. They must not try to contact their child on his/her personal mobile during the academy day.

Parents/carers or volunteers supervising the academy must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the Academies policy for pupils using their phones, as set out in section 4 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

The academy may restrict photography at events where safeguarding concerns arise.

7. Filtering and Monitoring

To ensure the safe and responsible use of mobile and smart technology, the Trust and academy operate appropriate **filtering and monitoring systems** in line with DfE statutory guidance on safeguarding, online safety, and Keeping Children Safe in Education.

- Any permitted devices (including those for SEND or medical purposes) must not bypass the academy's filtering or monitoring systems.
- Access to inappropriate content is prevented, and permitted devices are monitored to ensure safe and appropriate use.
- Staff are responsible for ensuring that pupils' permitted device use adheres to safeguarding and online safety expectations.
- The academy reviews filtering and monitoring systems regularly to ensure they remain effective and proportionate.
- Misuse of devices or attempts to bypass controls will be addressed in line with the academy's behaviour and safeguarding policies.

Any safeguarding or online safety concerns identified through filtering or monitoring will be reported to the Designated Safeguarding Lead and recorded in line with the academy's safeguarding procedures.

8. Loss, theft or damage

Pupils bringing phones to the academy must ensure that phones are appropriately labelled and are stored securely when not in use.

Pupils must ensure their mobile phone is switched off when placed in the box to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The academy accepts no responsibility for mobile phones that are lost, damaged or stolen on academy premises or transport while pupils are travelling to and from the academy, prior to being handed into a member of staff. The academy is only responsible for the mobile phone when the child has signed it in on the log (See Appendix 2)

If the academy confiscates a mobile phones from a pupil they become responsible for the phone from that point, and can be held responsible for loss, theft, or damage. Confiscated phones will be stored in the academy safe, and a log will be completed by the member of staff who confiscated the phone and signed when handed over to a member of the office team. (See Appendix 5)

Lost phones should be returned to the academy office. The academy will then attempt to contact the owner.

9. Where concerns are raised

Any member of staff may raise a concern. This can be made to a senior member of staff.

Pupil safeguarding concerns should be made using CPOM's and will be followed up by the Designated Safeguarding lead (DSL) and Deputy Designated Safeguarding Leads (DDSL).

Where a concern is raised about an adult the following steps may be taken:

- A verbal reminder of the policy and expectations for staff to the individual concerned
- A written reminder of the policy and expectations for staff.
- A further written reminder with reference to the staff code of conduct which states that a failure to adhere to academy policies may be considered misconduct and may be dealt with using Local Authority disciplinary procedures.

10. Dissemination of the policy

The mobile phone policy will be shared with staff and volunteers as part of their induction. This includes agency staff who are contracted for a specific period of time. Staff will also receive regular training and updates on this policy as part of safeguarding, behaviour, and online safety training.

It will also be available to parents via the academy office and website.

11. Monitoring and review

The Lighthouse Multi Academy Trust is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the Trust and each academy will take into account:

- Feedback from parents/carers and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

This policy will be reviewed at a minimum **annually**, but earlier if necessary.

Appendix 1: Code of conduct/acceptable use agreement for mobile phones for pupils

Code of conduct/acceptable use agreement

for mobile phones



Academy Logo

If you bring a mobile phone to the academy, you must follow these rules:

1. **No use during academy hours.** Mobile phones may not be used during lessons, transitions, breaktimes, or lunchtime.
2. **No use on the academy site before or after academy day ends.** Phones must not be used on the playground or other academy areas.
3. **Phones must be switched off and signed in.** Phones should be completely switched off (not just silent) and handed to a member of staff at the start of the day. They will be returned at home time.
4. **No use in toilets or private areas.** To protect the privacy and welfare of pupils and staff, mobile phones may not be used in toilets or changing areas.
5. **No photos or recordings without consent.** You cannot take images, video, or audio recordings of staff or other pupils without their permission.
6. **Protect personal contact information.** Do not share your own or others' contact details without consent.
7. **Keep passwords secure.** Do not share your phone's passwords or access codes with anyone.
8. **No bullying or harassment.** Do not use your phone to bully, intimidate, or harass anyone, including via:
    - Text or messaging apps
    - Email
    - Social media
9. **No illegal activity.** You must not use your phone to send, receive, or access anything illegal, including explicit content or "sexting."
10. **Behaviour applies off-site.** Rules on bullying, harassment, and intimidation apply to how you use your phone outside the academy as well as on-site.
11. **Appropriate language only.** Do not use vulgar, obscene, or derogatory language on your phone or social media. This aligns with the academy's behaviour and discipline policy.
12. **No harmful content.** Do not use your phone to view, create, or share content that may be harmful to yourself or others.

☐ *I have read and understand these rules and agree to them.*

Name:	***Year group:***
Signed:	

Appendix 2: Record for signing in and out mobile phones

Record for signing in and out mobile phones



Academy Logo

Date	Name	Time In	Adult initials	Time Out	Adult initials

Appendix 2: Record for signing in and out mobile phones

Class Record for signing in and out mobile phones



Academy Logo

Week commencing _____	Monday		Tuesday		Wednesday		Thursday		Friday	
Name of pupil	**In**	**Out**	**In**	**Out**	**In**	**Out**	**In**	**Out**	**In**	**Out**
Member of staff *initials										

Appendix 3: Permission form allowing a pupil to bring their phone to academy

Permission form for mobile phones



Academy Logo

PUPIL DETAILS			
Pupil name:			
Year group:		**Class:**	
Parent/carer(s) name(s):			

The academy has agreed to allow _____to bring their mobile phone to the academy because they:

INSERT REASON

e.g Travelling to and from the academy independently

Pupils who bring a mobile phone to the academy must abide by the academies policy on the use of mobile phones, and its code of conduct/acceptable use agreement.

I agree that my child will sign the Code of conduct/acceptable use agreement for mobile phones.

I understand the mobile phone must be switched off and not used in the academy.

I understand my child will need to sign in their mobile phone at the start of the day and sign it out at home time.

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

Parent/carer signature: _____ Date: _____

Pupil signature: _____ Date: _____

FOR ACADEMY USE ONLY	
Authorised by:	
Date:	

Appendix 3: Permission form allowing a pupil to bring their phone to academy

Permission form for mobile phones



Academy Logo

PUPIL DETAILS			
Pupil name:			
Year group:		**Class:**	
Parent/carer(s) name(s):			

The academy has agreed to allow _____to bring their mobile phone to the academy for:

medical reasons, specifically to monitor their glucose levels in relation to diabetes management.

Pupils who bring a mobile phone to the academy must abide by the academy's policy on the use of mobile phones and its code of conduct/acceptable use agreement.

I agree that my child will sign the Code of Conduct/Acceptable Use Agreement for mobile phones.

I understand that the mobile phone must be used only for medical purposes (glucose monitoring) during the academy day and not for general use.

I understand that my child will hand their mobile phone to the class teacher at the start of the day. The device will be kept securely by staff for safeguarding purposes and is readily accessible for glucose monitoring.

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

Parent/carer signature: _____ Date: _____

Pupil signature: _____ Date: _____

FOR ACADEMY USE ONLY	
Authorised by:	
Date:	

Appendix 4: Template mobile phone information slip for visitors

Academy Logo

Use of mobile phones in our academy



- Please keep your mobile phone on silent/vibrate while on the academy grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the academy office or staff room.
- Do not take photos or recordings of staff or pupils (unless it is your own child during an academy event).
- Do not use your phone in lessons, or when working with pupils

The academy accepts **no** responsibility for phones that are lost, damaged or stolen while you are on the academy grounds.

A full copy of our mobile phone policy is available from the academy office.

Academy Logo

Use of mobile phones in our academy



- Please keep your mobile phone on silent/vibrate while on the academy grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the academy office or staff room.
- Do not take photos or recordings of staff or pupils (unless it is your own child during an academy event).
- Do not use your phone in lessons, or when working with pupils

The academy accepts **no** responsibility for phones that are lost, damaged or stolen while you are on the academy grounds.

A full copy of our mobile phone policy is available from the academy office.

Appendix 5: Record for signing in and out confiscated mobile phones

Record for signing in and out confiscated mobile phones



Academy Logo

Date	Name of pupil	Year group	Time confiscated	Adult who confiscated the device	Time and Name of adult device handed to	Time parent/ carer collected device	Parent/carer who collected the device

Appendix 6: Record of mobile phones and exceptional circumstances

Record for mobile phones and exceptional circumstances



Academy Logo

Name of pupil	Year group	Exceptional circumstance e.g Y6 walking home, medical	Frequency of mobile phone on site *e.g. daily, certain days*	Member of SLT who agreed exceptional circumstance	Date agreed	Change to circumstances

LIGHTHOUSE
MULTI ACADEMY TRUST



Academy Logo

Mobile Phone Use – Exceptional Medical Circumstances for Staff

Staff Approval Form

Staff Name:	
Job Title:	
Department/Year Group: (if applicable)	

1. Reason for Request *(Brief outline of medical circumstances requiring access during the academy day)*
Supporting medical evidence attached (if required): ☐ Yes ☐ No

2. Type of Access Required
☐ Phone to remain accessible on silent
☐ Permission to answer urgent calls
☐ Use of medical monitoring app/device
☐ Other (please specify): _____

3. Agreed Conditions of Use
• Device must remain on silent at all times. • Use must be strictly limited to the agreed medical purpose. • No communication, photography, recording, or social media use involving pupils. • Calls to be taken privately where possible. • Safeguarding and professional conduct expectations must be upheld at all times. • Leaders will ensure that any approved arrangements do not create safeguarding risks, including unsupervised use or inappropriate communication with pupils.
Staff Declaration I confirm that the information provided is accurate. I understand that permission is granted for exceptional medical circumstances only and agree to comply fully with the conditions outlined above. I understand that failure to adhere to these conditions may result in permission being withdrawn and may be addressed under the Lighthouse Multi Academy Trust's staff conduct procedures.

Signature:		**Date:**	

4. Approval
Authorised by:(CEO, Trust Central Team, Executive Headteacher/Headteacher/Head of School)

☐ Declined **Reason:** _____

☐ Approved

This approval is granted in accordance with the academy's Safeguarding and Child Protection Policy and staff code of conduct.

Name:		**Role:**	
Signature:		**Date:**	
Approval valid until (review date):			

5. Lighthouse Multi Academy Trust Informed

Name:		**Date:**	

6. Review Outcome

Outcome:

☐ Continued

☐ Amended

☐ Withdrawn

Signature:		**Review Date:**	