

Mobile Phone Policy



Date of Approval: 09/02/2026

Signed: Ruth Minhall

Position: CEO and Head of Centre

Next review: 09/02/2027

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1. Introduction and aims

At **Tuition Extra** we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

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](#).

3. Roles and responsibilities

3.1 Staff

All staff (including tutors) are responsible for consistently enforcing this policy.

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

The **CEO, Ruth Minhall**, is responsible for monitoring the policy every **year, in line with National Guidance**, reviewing it, and holding staff and students accountable for its implementation.

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

4. Use of mobile phones 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 students throughout the school day.

4.1 Personal mobile phones

Staff (including tutors, volunteers, contractors and anyone else otherwise engaged by Tuition Extra) are permitted to use their personal mobile phone, while **children are present if** it is used for

educational purposes relevant to that student or if someone in the vicinity of a student needs to take a call. If this is the case the member of staff will conduct the call in private. In general, however, while we accept that staff working 1:1 with a student would like to keep a phone on them for contact purposes, we ask that phones are kept tucked away while learning takes place

4.2 Data protection

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

More details can be found in Tuition Extra's Data Protection Policy

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, including connecting through social media and messaging apps.

The exception to this is the transfer of study-related information e.g. homework or resources that can be sent to a student using the tutor's Microsoft tuition-extra.co.uk email.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or students. Under no circumstances is it appropriate for Staff to befriend students on social media, or to make contact with them in this way.

Staff must not use their personal mobile phones to take photographs or recordings of students, their work, or anything else that could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using Tuition Extra equipment.

If staff need to use the internet on their phones, in lieu of using a laptop, they must adhere to the Acceptable Use policy.

4.4 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 are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips

4.5 Work phones

Some members of staff are provided with a mobile phone by Tuition Extra for work purposes.

Only authorised staff are permitted to use Tuition Extra 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

4.6 Sanctions

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

See the Tuition Extra's staff disciplinary policy for more information.

5. Use of mobile phones by students

Students should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless specifically requested by staff to access learning materials/interactive learning sites such as BBC Bitesize. If the student is worried or anxious they will be allowed to call home with staff supervision.

Students are not expected to hand their phones in but we monitor this on a daily and bespoke basis. There are examples where students have used their phones to detrimental effect during their time at the site and on these instances they know that they must hand their phone in and not collect it until they are leaving site.

5.1 Use of smartwatches by students

Smartwatches fall into the category of mobile phones; if a student misuses a Smartwatch then their parent/carer will be informed that the watch must either be handed in on arrival or, better still, that the student does not wear the watch at all when coming onto site.

There are exceptional circumstances to this. A student will be able to use a smartwatch if they need to be contactable (and this is made clear to reception or other staff first), if they travel alone or if they are on a visit to another site and encounter issues that may compromise their safety or the safety of the staff member with them e.g. during a medical incident.

Tuition Extra may permit students to use a mobile phone, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, students or parents/carers should contact [Helen Gardiner on helen@tuition-extra.co.uk](mailto:helen@tuition-extra.co.uk)

Any students who are given permission must then adhere to the school's [\[code of conduct / acceptable use agreement\]](#) for mobile phone use (see appendix 1).

5.3 Sanctions

In accordance with sections 91 and 94 of the Education and Inspections Act 2006, Tuition Extra has the right to confiscate a mobile phone if it being used as evidence in a bullying/abuse case, has been used unlawfully (to access inappropriate sites, for example), or is part of an ongoing safeguarding concern.

A member of SLT will remove the phone and it will be handed back when the student leaves site, unless it is part of an investigation and we have been told by the Police to keep it. Parents will be informed of the decisions and the circumstances that led up to it. If there is believed to be material on the phone that is the result of wrong-doing on behalf of the student then only a parent or other responsible adult (whose name we must be informed of in advance) may collect it.

Staff have the power to search student's phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#)

If a member of staff finds, or has reasonable grounds to believe it exists, inappropriate content on a student's phone they will cease the lesson, call for assistance and ask for the DSL, Emma Sedgwick, to be called upon. If Emma is not available then one of the DDSL's or another member of SLT can be called to confiscate the student's phone. Staff should not try to confiscate a phone themselves if alone with a student.

This includes the keeping of any information that may threaten or impair the safety of the student themselves, other students or members of staff.

Any sanctions given will be proportionate and will be discussed with parent/carer. In the event of any illegal activity known or suspected to have taken place on a student's mobile phone, Tuition Extra will report it to the Police and other relevant body e.g. Social Care/Prevent and will be guided by their advice.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school 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

A leaflet is available at Reception which clarifies the expectations of (any) Visitors to the site.

Parents/carers, 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 means:

- Not taking pictures or recordings of students, unless it's at a public event 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 students

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 school.

Visitors will be encouraged to look at the safeguarding leaflet for advice on how they can best conduct themselves on site to ensure their own safeguarding as well as that of students and staff.

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

7. Loss, theft or damage

Students bringing mobile phones to Tuition Extra must ensure that the phones are appropriately labelled and are stored securely when not in use.

Students must secure their mobile phones as much as possible, including using passwords or pin codes 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.

Tuition Extra accepts no responsibility for mobile phones that are lost, damaged or stolen on Tuition Extra premises or transport, during school visits or trips, or while students are travelling to and from Tuition Extra.

➤ A sign above the signing in/out iPad clearly states this

If Tuition Extra confiscates phones from students:

Confiscated phones will be stored in Reception or the SEND office as appropriate

Lost phones should be returned to Reception. Tuition Extra will then attempt to contact the owner.

8. Monitoring and review

Tuition Extra is committed to ensuring that this policy has a positive impact on Student's education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and students
- Feedback from staff/tutors
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Head of Tuition Services, Helen Gardiner and/or the DSL Emma Sedgwick

9. Appendix 1: **[Code of conduct/acceptable use agreement]** for students allowed to bring their phones to Tuition Extra due to exceptional circumstances

[Code of conduct / acceptable use agreement]

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

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of Tuition Extra staff, tutors or other students without their consent.
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 password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students 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 at Tuition Extra.
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 Tuition Extra'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 it appropriately, or turn it 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.

Appendix 2: Template mobile phone information slip for visitors

Print out and cut copies of this slip to give to visitors when they arrive at your school. Adapt the template to reflect section 6 of this policy.

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on Tuition Extra grounds
- Please do not use phones where students are present. If you must use your phone, you may go to private location
- Do not take photos or recordings of students (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with students

Tuition Extra accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

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

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