



Linden Lodge School

Provider of specialist education since 1903

Title:	Mobile Phone Policy		
Type:	Policy		
Review Cycle Frequency:	Annually – Summer Term		
Lead Staff:	Online Safety Lead		
Support:	Co-Headteacher, DSL, HR Team, IT Team		
VERSION CONTROL:			
Version No	New document or reasons for revision	Agreed by	Date
1	New Policy	SLT	Sept 2026
2			
LINKED INTERNAL DOCUMENTS:			
Safer Recruitment Safeguarding and Child Protection Policy			
LINKED EXTERNAL DOCUMENTS:			
KCSIE - 2026			

Equalities Statement:

We have carefully considered and analysed the impact of these policies on equality and the possible implications for people with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

Requests for Paper Copies:

If you require this policy in a different format e.g., print or braille please contact Co-Heads@lindenlodge.org.uk

Wellbeing statement of commitment

We are committed to providing a healthy working environment and improving the quality of working lives for all staff and students. The wellbeing strategy aims to support our mission, core values and freedom of thought and expression, freedom from discrimination and the recognition that our community is our greatest asset. For further information on our school's commitment to wellbeing, please see the Mental Health and Wellbeing Policy and Strategy document, or visit our school website.

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1. Introduction and aims

At Linden Lodge School, our policy aims to:

- Ensure our environment is mobile phone-free by default, with only designated mobile phone hot spots available for phone use
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide 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, online safety 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
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

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

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance and behaviour guidance](#). Further guidance that should be considered alongside this policy includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and agency staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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

The online safety lead is responsible for monitoring the policy and reviewing it every year, 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 mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of students throughout the school day. All schools should be

mobile phone-free environments by default: anything other than this should be by exception only

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during the school day and residential evenings or while students are present. Use of personal mobile phones must be restricted to designated mobile phone zones.

The exception to this is that some staff use their phones/ tablets to support and monitor their health conditions and or support their access to the environment, through both visual and auditory means. For example, using a mobile device to monitor health conditions such as diabetes, access magnification applications to support with visual access or use the device to support their auditory access. In such cases, staff may use both mobile phones and tablets. In such cases, staff must inform HR that there may be a requirement for them to access their mobile phones throughout the day and staff must adhere to the Acceptable Use Policy. Failure to do so may result in disciplinary action.

4.2 Data protection

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

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, including by 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 students.

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 school equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of students for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use school issued mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of students, their work, or anything else that could identify a student
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office/ or school issued mobile phones

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes e.g., Senior Leadership and Habilitation.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

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

External medical professionals visiting site E.g., HCAs or Nurses that accompany students from home, may come into school with mobile devices e.g., tablets or phones. These mobile devices are used by the medical professionals for the specific use of recording medical data Inc. MAR charts and taking medical notes of the health status of the students they are working with.

4.6 How Linden Lodge School will respond to issues of misuse

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

5. Use of mobile phones by students

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.

Students must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff

Students are permitted to bring their mobile devices to school to use on transport, however upon arrival these devices must be handed to class teams and stored safely until the end of the school day.

There may be times when students will be permitted to use school mobile phones during supervised lessons e.g., habilitation. Students will be supervised when using these mobile devices.

5.1 Residential

Linden Lodge School recognises that during their time in residential care at Richley House, young people may access technology, including mobile phones and tablets. We also recognise that this access may not always be directly supervised by staff working in Richley House. To support young people's safe use of the internet, we have implemented the following measures:

- Internet and online safety lessons based on Google's Be Internet Legends framework: Sharp, Alert, Secure, Kind and Brave. These lessons cover the following areas: think before you share, check it's for real, protect your stuff, respect each other and, when in doubt, ask.
- Staff awareness and supervision of shared spaces, including lounges and kitchens.
- Education about the risks associated with mobile phone use, both in school and more broadly. This supports young people's understanding of the decision to prohibit mobile phone use throughout the school day. These risks may include reduced focus in lessons, classroom disruption and increased bullying. Young people are encouraged to view a mobile-phone-free environment as positive and beneficial.
- Staff in Richley House complete Keeping Children Safe in Education training and attend regular safeguarding training.
- At bedtime, staff securely store all mobile phones in a locked cupboard. Phones are returned after breakfast for young people who wish to contact family members or carers, and are then secured again before the young people leave for school.

5.2 Use of smartwatches by students

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 smartwatches have wellness and health-related features.

Due to our students' disabilities, we are fully aware of the benefits smart watches can have on our students' independence and awareness of timekeeping. Therefore, we have initiated the following in order to support our students:

- Students are able to use a smartwatch to support them in their understanding of time/timekeeping, however they are not permitted to use them in order to make calls, send messages or record staff or other students.
- Staff are vigilant within class and any student found using their smart watch inappropriately will have their device confiscated and stored in a safe place until home time.

5.3 Exceptions

Students are allowed to take their mobile devices with them during their journey to and from school and at times whilst developing their habilitation skills outside of the school environment. As a result, Linden Lodge School permit students to bring their mobile devices to school for this use.

Any student using their mobile devices offsite during school hours must adhere to the staff members guidance, in line with the school's acceptable use policy.

As part of our curriculum offer through the curriculum framework for vision impaired (CFVI), we support our student's in developing their knowledge and skills in the use of specialist technology that supports their access to learning and their environment. Therefore, students may be seen within classes using such devices such e.g., tablets.

5.4 Use of Smart Glasses or wearable technology

Students are permitted to bring their Smart Glasses devices to school to use on transport only. Upon arrival, these devices must be handed to class teams and stored safely until the end of the school day.

Students must not use Smart Glasses during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff

5.5 How Linden Lodge School will respond to issues of misuse

Any student found using their mobile phone during school hours will have their phone confiscated and parent/ career will be contacted. Mobile phones will be held in a secure location within their department and handed back to the student at the end of the school day.

In exceptional circumstances, staff have the power to search students' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows Linden Lodge School to search a student'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).

Certain types of conduct, bullying or harassment can be classified as criminal conduct. Linden Lodge School takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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 and carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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 (such as a school 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 within Linden Lodge School, unless in designated mobile phone zones
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- 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.
 - Parents/carers or volunteers attending school trips or residential visits must not:
 - Use their phone to make contact with other parents/carers
 - Take photos or recordings of students, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, but must refer any proposed sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school reception 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 school must make sure that their phones are appropriately labelled, ready to be stored away securely within their departments, when not in use during the school day.

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.

For mobile phones that are not handed in by the students, Linden Lodge 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 or from school.

For phones that are handed in or confiscated, these phones will be stored securely within a locked container/ drawer/ cupboard within staff only areas.

Lost phones should be returned to reception. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to making sure that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and students
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the DfE, 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 safeguarding team at safeguarding@lindenlodge.org.uk in a timely manner.