

Mobile Phones and Smart Devices policy

Roselyn House School

2026-2027



Approved by:	Jack Birkenhead	Date: 24.06.2026
Last reviewed on:	June 2026	
Next review due by:	June 2027	

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1. Policy Statement

This policy sets out Roselyn House School's approach to mobile phones and other smart technology with similar functionality, in line with the Department for Education's statutory and non-statutory guidance, most recently updated 29 June 2026, and the wider duties placed on schools under the Equality Act 2010 and the Children and Families Act 2014.

This policy should be read alongside our Behaviour Policy, Anti-Bullying Policy, Child Protection and Safeguarding Policy, SEND Policy and Online Safety Policy. Where there is any conflict between this policy and another school policy, this policy takes precedence on matters relating specifically to mobile phones and similar devices.

This guidance applies to all pupils and has been written with the additional needs of our pupil population specifically in mind. References to mobile phones throughout this policy should be read as including other communication and smart technology with similar functionality, such as smart watches with messaging capability, tablets with SIM cards, and any device capable of sending or receiving notifications or messages or recording audio or video.

2. Purpose

In line with Department for Education expectations, Roselyn House School operates as a mobile phone-free environment by default. Pupils should not be using their mobile phone during the school day, including during lessons, the time between lessons, breaktimes and lunchtime, unless an exception has been agreed in line with Section 8 of this policy.

As a SEND school, we recognise that a blanket prohibition cannot always be applied without adjustment. This policy has been designed to balance the Department's expectation of a mobile phone-free environment with our duties to make reasonable adjustments for disabled pupils and to support pupils with medical conditions, as explained further in Section 8.

3. Implementing This Policy

This policy forms part of our wider Behaviour Policy and has been developed to be accessible, consistent and straightforward for pupils, staff and parents to follow, taking into account the additional communication, sensory and processing needs of our pupils.

3.1 Storage Arrangements

Roselyn House School uses the following arrangement to ensure the school remains mobile phone-free during the school day:

- Pupils who bring a mobile phone to school should hand it in for safekeeping or store it switched off and out of sight in an agreed location. Individual arrangements may be implemented where required under Section 8.
- Phones will be labelled with the pupil's name and returned at the end of the school day.
- Where a pupil requires support to remember or manage this routine due to their SEND, staff will provide a visual prompt, individual reminder, or build the routine into the pupil's personalised morning transition plan.
- Pupils travelling to and from school are fine to use their phone until they arrive on site, at which point the above arrangements apply.

4. Communicating the Policy to Pupils and Parents

This policy will be shared with all parents and carers at the start of each academic year, and with new families as part of the admissions and transition process. Where appropriate, accessible or easy-read versions of this policy will be made available, and key information may be communicated using social stories, visual timetables or other approaches identified in a pupil's individual support plan.

The policy will also be discussed with pupils at the start of each school year, and revisited at appropriate intervals throughout the year, using language, format and pacing suited to each pupil's level of understanding. Class teams will adapt this communication in line with individual pupils' communication plans, which may include Makaton, symbol-based resources, or other augmentative and alternative communication (AAC) approaches.

Full details of this policy are published on the school website and available from the school office on request.

5. The Role of Staff

All staff are expected to model and consistently enforce this policy.

- Staff must not use their own personal mobile phone for personal reasons in front of pupils at any point during the school day.
- Staff may use a mobile phone or similar device where necessary for professional purposes, such as recording rewards or behaviour points, taking photographs for evidence of pupil progress with prior authorisation, or for multi-factor authentication of school systems.
- Staff should consistently and calmly reinforce the policy with pupils, recognising that some pupils may need repeated, individualised reminders due to their SEND, and that this is part of normal practice rather than a failure of the policy.
- Personal devices must not be used to store pupil information or photographs unless authorised and compliant with the school's Data Protection and ICT policies.
- Where a pupil's behaviour around mobile phone use appears linked to anxiety, sensory need or a change in routine, staff should follow the pupil's individual behaviour support plan and consult the SENCo as needed.

6. Expectations for Pupils

All pupils are expected to comply with this policy to the best of their ability, taking into account their individual needs. Pupils will be reminded of the policy and its purpose at the start of each school year and at appropriate intervals, using accessible formats suited to their needs.

Pupils will be supported to understand, in a way appropriate to their level of understanding, the reasons behind the policy, which may include:

- Reducing distraction and supporting focus during lessons and structured times.
- Reducing the risk of bullying, including online and image-based bullying.
- Supporting safe and positive relationships with peers.
- Supporting wellbeing by reducing pressure to be constantly available or contactable.
- Not use mobile phones or smart devices to take photographs, videos or recordings of others without permission.
- Not share inappropriate, harmful or offensive content using mobile devices.
- Report any online safety concerns or inappropriate content to a trusted adult.

Where pupils have specific learning needs around understanding rules and consequences, staff will use approaches consistent with the pupil's behaviour support plan, including visual supports, social stories or rehearsed scripts, to help the pupil understand and follow the policy.

7. The Role of Parents and Carers

Parents and carers play an important role in supporting this policy. We ask parents and carers to:

- Reinforce the school's approach to mobile phones at home, including discussing the reasons for the policy where appropriate to the child's understanding.
- Avoid contacting their child directly by phone or message during the school day; instead, contact the school office, who will pass on urgent messages.
- The school office remains the primary point of contact during the school day and will ensure urgent messages are relayed promptly.
- Discuss any individual circumstances relating to their child's medical or SEND needs that may require an adjustment to this policy, using the process set out in Section 8.
- Support the school if and when they decide to request that a mobile phone is kept at home due to noncompliance of the arrangements.

Where a parent or carer has a question or concern about this policy, including its application to their child's individual needs, school staff will respond in a timely and supportive manner, and will explain clearly the reasoning behind any decisions made

8. Adaptations and Reasonable Adjustments

As a SEND school, this section is central to our policy. While Roselyn House School is committed to maintaining a mobile phone-free environment in line with Department for Education expectations, we recognise our duties under the Equality Act 2010 to make reasonable adjustments for disabled pupils, and under the Children and Families Act 2014 to support pupils with medical conditions, in line with the statutory guidance Supporting Pupils at School with Medical Conditions.

8.1 When an Adjustment May Be Appropriate

Adjustments to this policy may be made for individual pupils **where**, for example:

- A pupil's medical condition requires the use of a mobile phone or linked device, such as continuous glucose monitoring for diabetes management.
- A pupil's disability means that restricting access to their phone would cause substantial disadvantage, for example where the phone supports

communication, emotional regulation, or anxiety management as identified in their EHCP or individual support plan.

- A pupil is a young carer and may need to remain contactable in relation to caring responsibilities at home.
- Other exceptional circumstances arise which the school considers, on a case-by-case basis, warrant an adjustment.

8.2 How Adjustments Are Agreed

Any adjustment to this policy for an individual pupil will be agreed by the Headteacher or SENCo in consultation with parents/carers and, where appropriate, the pupil themselves, and will be recorded in the pupil's individual support plan, EHCP review notes, or medical care plan as relevant.

Adjustments will be specific and proportionate. They will not result in a blanket exemption from this policy; instead, the school will agree clear arrangements about when, where and how a pupil may use their phone, for example restricting use to a designated space within school, medical room, or named member of staff's classroom, and for a specific purpose.

8.3 Review of Adjustments

Any agreed adjustment will be reviewed at least annually, or sooner if a pupil's needs change, as part of the pupil's EHCP annual review or individual support plan review process.

9. The Use of Sanctions

Where a pupil does not follow this policy, staff will respond in line with the school's Behaviour Policy and with the pupil's individual behaviour support plan, recognising that for many of our pupils, behaviour is a form of communication and may relate to their underlying needs.

Sanctions may include confiscation of the device for an appropriate and proportionate length of time, determined by staff taking into account the pupil's age, SEND, and individual circumstances. Before any confiscation, staff should consider:

- Whether confiscation is a proportionate response in light of the pupil's needs and the circumstances.
- Whether the pupil's behaviour suggests an underlying anxiety, sensory or communication need that should be addressed alongside, or instead of, a sanction.
- Whether the matter raises any safeguarding concern, in which case staff must follow the school's Child Protection Policy and inform the Designated Safeguarding Lead (DSL) or deputy without delay.

The law protects staff from liability for loss or damage to a confiscated device, provided they have acted lawfully and reasonably in line with this policy and the school's Behaviour Policy.

10. Searching Pupils

The Headteacher, or staff authorised by the Headteacher, has the statutory power to search a pupil or their possessions where there are reasonable grounds to suspect the pupil is in possession of a prohibited item, including a mobile phone identified as a searchable item under this policy. Any search will be conducted in accordance with the school's Searching, Screening and Confiscation Policy.

Where this may affect a pupil's ability to understand or cooperate with a search, staff will take this into account in deciding how and whether to proceed and will involve the SENCo or another familiar trusted adult wherever possible to support the pupil through the process.

11. Mobile Phones Outside of the School Day

Arrangements for the use of mobile phones on school trips, residential visits, or activities outside the normal school day will be communicated separately for each trip, taking account of the additional needs of pupils attending. Schools should ensure the educational and wellbeing experience of the trip is not disrupted by mobile phone use, while also recognising that some pupils may need access to a device for safety, communication or emotional regulation purposes during residential trips, in line with individual risk assessments.

Where a pupil's journey to or from school depends on having a mobile phone for safety reasons, this will be taken into account in line with Section 8, and appropriate storage arrangements will apply once the pupil arrives on site.

12. Online Safety

This policy should be read alongside our Online Safety Policy. Pupils will be taught, in a way appropriate to their level of understanding, about the risks associated with mobile phone and internet use, and the importance of staying safe online. Pupils must always be able to access a trusted adult to raise concerns about anything that has happened online, even where this falls within school hours, and staff should ensure pupils know how to do this.

Pupils should not use mobile phones or smart devices to photograph, video record or audio record other pupils, staff or visitors without explicit permission. The

unauthorised sharing of images, videos or information may constitute a safeguarding concern and will be dealt with in accordance with the Behaviour Policy, Child Protection and Safeguarding Policy, and Online Safety Policy. This includes the misuse of social media, cyberbullying, sharing inappropriate content, or conduct that may place pupils, staff or others at risk. Any concerns relating to online activity or the use of mobile devices will be reported to the Designated Safeguarding Lead (DSL) and managed in line with safeguarding procedures.

13. Roles and Responsibilities

- The proprietors are responsible for approving this policy and holding the Headteacher to account for its implementation.
- The Headteacher is responsible for the day-to-day implementation of this policy, including decisions on individual adjustments under Section 8.
- The SENCo is responsible for advising on adjustments relating to individual pupils' SEND, and ensuring this policy is applied consistently with pupils' EHCPs and individual support plans.
- All staff are responsible for the consistent and compassionate enforcement of this policy in line with the school's behaviour and SEND approaches.
- Parents and carers are responsible for supporting the policy and raising any individual circumstances with the school promptly.

14. Monitoring and review

This policy will be reviewed annually by the Headteacher (**Mr Jack Birkenhead**), or sooner in response to changes in government guidance, legislation, or the needs of our pupil population. This version of the policy reflects the Department for Education's guidance on Mobile Phones in Schools, updated 29 June 2026.

15. Links with other policies

This policy links to the following policies and procedures:

- Behaviour Policy
- Anti-Bullying Policy
- Child Protection and Safeguarding Policy
- SEND Policy
- Online Safety Policy
- Supporting Pupils with Medical Conditions Policy
- Equality Policy

