



MOBILE DEVICES POLICY

for adoption by all CDAT schools

This policy is informed by the Christian values which are the basis for all of CDAT's work and any actions taken under this policy will reflect this.

'Blessed are those who act justly, who always do what is right'

Psalm 106:3



Approved by	Date	Review Schedule	Date of next review
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Aims

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to pupils. This policy is designed to prohibit the use of mobile phones and similar smart technology throughout the school day, including break and lunch times.

The Chester Diocesan Academies Trust (CDAT) accepts that personal mobile phones and tablets are often given to pupils by their parents to ensure their safety and personal security; however, such devices pose inherent risks and may jeopardise the learning environment.

As a Trust, we must strike a balance between personal safety and a suitable educational setting. We understand that parents may wish for their child to carry a mobile phone for their personal safety, whilst pupils may wish to bring additional devices to school for other reasons. This policy establishes how personal electronic devices should be used by pupils in school to ensure both personal safety and an appropriate learning environment.

Personal electronic devices include, but are not limited to the following items:

- Mobile phones
- Smart watches
- Personal digital assistants (PDAs)
- Handheld entertainment systems, e.g. video game consoles, iPods
- Portable internet devices, e.g. tablets, laptops
- Wireless handheld technologies or portable information technology systems, e.g. devices used for word processing, wireless internet access, image capture and/or recording, sound recording, and information transmitting, receiving and/or storing
- Smart glasses and wearable optical display technology

1. Legal Framework

This policy has due regard to all relevant legislation and statutory and good practice guidance including, but not limited to, the following:

- DfE 'Mobile phones in schools'
- DfE 'Communicating your policy for prohibiting the use of mobile phones in schools to parents'
- DfE 'Behaviour in Schools'
- DfE 'Keeping children safe in education 2026'
- DfE 'Searching, screening and confiscation at school'
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)
- Children's Wellbeing and Schools Act 2026
- Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE 'Cyberbullying: Advice for headteachers and school staff'

This policy operates in conjunction with the following Trust policies:

- Anti-bullying Strategy
- Online Safety Policy
- Data Protection Policy
- Child Protection and Safeguarding Policy
- Complaints Policy and Procedure
- Behaviour and Relationships Policy
- Staff Code of Conduct
- Records Management Policy
- Acceptable Use Policy - Workforce
- Acceptable Use Policy - Pupils
- Information Security Policy

All CDAT policies can be accessed at [Policies - Chester Diocesan Academies Trust](#)

2. Roles and Responsibilities

The Trust Board will be responsible for:

- The implementation of the policy and procedures.
- Evaluating the effectiveness of the policy and procedures.
- Ensuring that the policy, as written, does not discriminate on any grounds.
- Reviewing the policy annually.

The headteacher will be responsible for:

- Handling complaints regarding this policy as outlined in the Trust's Complaints Policy.
- The day-to-day implementation and management of the policy.
- Informing parents and pupils of the Personal Electronic Devices Agreement.
- Communicating this policy to the relevant staff members and the wider school community.
- Communicating what devices can be brought to school and when they can and cannot be used
- Communicating this policy to parents and carers prior to the start of each academic year via the school website, newsletters, and intake packs.
- Deciding how best to achieve a mobile phone-free school environment.
- Ensuring designated, private spaces are made available for staff and adult visitors to use mobile devices away from pupils when necessary.

Staff members will be responsible for:

- Negotiating incidents of cyberbullying in conjunction with the headteacher, in line with the Anti-bullying Strategy and the Behaviour and Relationships Policy.
- Applying this policy consistently and proportionately, including confiscating devices where appropriate.
- Reporting any safeguarding concerns to the DSL, or deputy, where misuse indicates risk of harm.
- Avoiding use of their mobile phones in front of pupils for any non-work related matters. Staff will be able to use devices for work processes, such as two-factor authorisation to access teaching resources.
- Teaching pupils about the risks associated with mobile phones, other devices and social media, both in school and more broadly.

The DSL will be responsible for:

- Initiating and managing responses to incidents of upskirting with relevant staff members and in line with the Child Protection and Safeguarding Policy.
- Liaising with and reporting the relevant information to children's social care and/or the police, when it is necessary to do so.

Pupils are responsible for adhering to the provisions outlined in this policy.

3. Ownership and Responsibility

Pupils are responsible for their own belongings. The Trust accepts no responsibility for replacing property that is lost, stolen or damaged either on school premises or travelling to and from school, and at school events.

Staff will be protected against liability in any proceedings brought against them for any loss or damage to personal devices that have been confiscated as an appropriate sanction, provided that they have acted lawfully.

Pupils are responsible for replacing school property they lose, damage or steal, including electronic devices.

Pupils and staff should enable a personal PIN or passcode on all the devices they bring to school to protect their personal data, images and videos in the event that the device is lost, stolen or accessed by an unauthorised person. Generally, staff should also follow the advice for use of devices as set out in the Trust's Information Security Policy.

4. Acceptable use

Where pupils are bringing personal electronic devices into school, this will only be with parental permission, as set out in the Trust's Acceptable Use Policy. Pupils are expected to sign a copy of the Acceptable Use Policy to ensure that:

- Pupils will be responsible users and stay safe while using the Internet and other digital technologies for educational, personal and recreational use
- Our digital systems are protected from accidental or deliberate misuse that could put the security of our systems and users at risk
- Parents and guardians are aware of the importance of e-safety and are involved in the education and guidance of young people regarding online behaviour.

Pupils will remain responsible for the safety and security of any personal devices brought into school and the school will not accept responsibility for loss, theft or damage.

Personal devices will not be used at any point during the school day, including during break and lunch times, unless an agreed exception applies. Where an agreed exception is in place, use of a personal device will be

limited strictly to the specific purpose outlined within that exception and will be subject to any conditions set by the school.

Where pupils have a reason to bring a personal device to school they will be switched off, handed to a designated member of staff, and stored in the school office at the beginning of the school day, unless an agreed exception applies. Pupils who are granted permission to bring a mobile phone to school for travel purposes must keep the device switched off until they have completely left the school grounds/premises.

5. Unacceptable Use

Unless express permission is granted by a member of staff or adaptations and reasonable adjustments apply, mobile devices will not be seen, heard, or accessed at any time during the school day.

Any permitted use for specific pupils will be limited strictly to the specific purpose outlined in the agreed plan. All other use will be prohibited.

It is acknowledged that some parents will want children to have access to their mobile phone when travelling to or from school. Pupils who have permission to travel independently to and from school will be able to access their personal devices when travelling to and from school; however, they should not be used to arrange travel during the course of the school day.

Staff members will be required to model expectations surrounding the use of personal devices when they are in front of pupils throughout the school day, and only use their personal devices where required for work or safeguarding purposes.

Staff and pupils will adhere to the Child Protection and Safeguarding Policy, the relevant Acceptable Use Policy, and the Information Security Policy at all times.

If pupils fall ill during school hours, they will not use their mobile device to contact parents; they will use the agreed procedures.

Personal electronic devices will not be plugged into outlets on the school premises without the express permission of the headteacher, and they will have an up-to-date portable appliance test (PAT).

6. Adaptations and Reasonable Adjustments

The school will comply with its legal duty to make reasonable adjustments with regard to this policy where necessary. Adaptations may be made in exceptional circumstances and in response to a pupil's specific needs.

If it is deemed necessary due to the nature of a pupil's SEND, reasonable adjustments will be made to allow that pupil to use their mobile phone or similar device during the school day.

The school will not prevent pupils from using their mobile phones in order to manage their medical condition effectively, e.g. if a pupil is using a monitoring app on their phone to manage their diabetes.

Beyond these specific duties, the school recognises that a need for mobile phone access for some pupils may depend on their individual circumstances. The school will allow limited flexibility for these pupils where an agreed exception is required in the best interests of the pupil's safety and welfare, for example where a pupil is a young carer.

Where a pupil has an agreed adaptation or reasonable adjustment that requires access to a mobile device, this will be permitted only for the specific purpose and within the limits set out in the agreed plan.

7. Cyberbullying

All personal electronic devices will be used in line with our Online Safety Policy.

Incidents of cyberbullying will be dealt with and reported in line with the Anti-bullying Strategy and the Behaviour and Relationships Policy.

As part of the school's ongoing commitment to the prevention of cyberbullying, regular teaching and discussion about online safety will take place as part of PSHE lessons.

8. Searching Pupils

School pupils have a right for their private life to be respected under article 8 of the European Convention on Human Rights (ECHR). This right is not absolute, and the school can interfere with this right as long as it is justified, proportionate, and aligns with the powers to search in the Education Act 1996.

All searches will be conducted in line with the school's Searching, Screening and Confiscation Policy.

The headteacher, and other authorised staff members, will have the power to search a pupil or their possessions where they have reasonable grounds to suspect that a pupil is in possession of a prohibited item. Mobile phones and similar devices will be deemed as prohibited items that may be searched for in line with the Behaviour and Relationships Policy.

In all cases the authorised member of staff will always:

- Seek the co-operation of the pupil before conducting a search.
- Ensure the pupil understands the reason for the search and how it will be conducted.
- Give the pupil the opportunity to ask any questions so that their agreement is informed.
- Have due regard to the DfE's '[Searching, screening and confiscation](#)' guidance.

Staff may search a pupil's outer clothing, pockets, possessions, desks or storage trays/lockers. Staff conducting a search must not require the pupil to remove any clothing other than outer clothing - outer clothing means any item of clothing that is not worn wholly next to the skin or immediately over a garment that is being worn as underwear and includes hats, shoes, boots or scarves. Possessions means any goods over which the pupil has or appears to have control - this includes desks, lockers and bags.

A staff member may ask a pupil to show them what they are doing on their mobile phone or tablet if they reasonably believe that the pupil is using the device to cause harm. If it is judged reasonable, the staff member may inspect the files or data on a pupil's electronic device and delete them if necessary.

Staff members will ensure they have a good reason to examine and delete data on a pupil's electronic device. When determining a good reason to examine data, staff members will ensure they reasonably suspect that the data has been, or could be, used to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.

When determining a good reason to delete data, staff members will consider whether the material found may constitute evidence relating to a suspected offence and if so, choose not to delete the data. The data may be deleted if it is found likely to cause harm to any person, and the pupil and/or parent refuses to delete the data themselves.

If a search uncovers a device that is being used to cause harm, or which contains prohibited material such as pornography, a staff member can confiscate the device. If a staff member finds child pornography, it must be given to the police as soon as reasonably practicable. Where staff find stolen items like mobile devices, they must be given to the police as soon as reasonably practicable.

The staff member conducting the search must be the same sex as the pupil being searched. A witness to the search must be present; this should also be a staff member of the same sex as the pupil being searched.

Pupils are required to comply with any request to check their electronic device.

Pupils are required to comply with any request to disable the screen lock function of their electronic device and show any staff member what they are doing. Any pupil who refuses to comply with these requests will be disciplined in line with the Behaviour and Relationships Policy.

9. Sanctions

The school will apply sanctions for breaches of this policy in a consistent and proportionate manner, in line with the Trust's Behaviour and Relationships Policy.

Where this policy is clearly breached, for example where a device is used, seen, or heard ringing, staff will feel confident to confiscate mobile phones or similar devices as a disciplinary penalty. Confiscated devices may be retained for a proportionate length of time, as determined by the Headteacher and in consideration of the circumstances, including the pupil's age, SEND, and any agreed exceptions or reasonable adjustments.

Additional sanctions may include other disciplinary measures in accordance with the Behaviour and Relationships Policy.

Where a breach gives cause to suspect a pupil may be suffering, or may be at risk of harm, staff will follow the school's safeguarding procedures and report concerns to the DSL.

Confiscated personal electronic devices will be locked away securely in the school office or headteacher's office.

Bullying via personal electronic devices will be dealt with in line with the school's Anti-bullying Strategy.

Appendix A: Primary Pupil Travel Permission Form

CDAT PRIMARY SCHOOLS – MOBILE DEVICE TRAVEL PERMISSION FORM

Request for Permission to Bring a Mobile Device for Travel Purposes

Mobile devices are not routinely permitted in CDAT primary schools. Permission is granted only in exceptional circumstances—typically for Year 5 or Year 6 pupils who travel independently to or from school—and is subject to Headteacher approval.

Pupil Details

- **Child's Full Name:** _____
- **Class / Year Group:** _____
- **School:** _____

Reason for Request

Please detail why your child requires a device for their journey to or from school:

Parent / Carer Declaration

I confirm that:

- I have read and agree to the CDAT Mobile Devices Policy.
- My child will switch off the device before entering the school grounds and hand it directly to the designated school staff/office upon arrival.
- The device will remain stored securely and will not be accessed at any point during the school day. My child will not switch the device back on until they have completely left the school premises. I accept full responsibility for the device; the Trust and school accept no liability for loss, theft, or damage.
- I understand that permission may be withdrawn if policy rules are breached.

Parent/Carer Signature: _____ **Date:** _____

Print Name: _____ **Contact No:** _____

(School Office Use Only)

[] Permission Granted [] Permission Refused

Headteacher/Delegate Signature: _____ **Date:** _____

Appendix B: Pupil Medical Exemption Form

CDAT SCHOOLS – PUPIL MEDICAL DEVICE AUTHORISATION FORM

Application for Mobile Device Access for Medical Monitoring

CDAT schools maintain a device-free environment during the school day. However, adjustments are made for pupils who require a personal mobile device to manage a verified medical condition (e.g., Continuous Glucose Monitoring for diabetes).

Pupil & Medical Details

- **Pupil Full Name:** _____
- **Year Group / Class:** _____
- **Medical Condition:** _____
- **Device / Monitoring App Used:** _____
- **Is this reflected in an Individual Healthcare Plan (IHP)?** ☐ Yes ☐ No

Parent / Carer Declaration

I confirm that:

- The device is required strictly for medical monitoring/alerts as outlined in my child's care plan. The device will **not** be used for messaging, social media, internet browsing, or photography during the school day.
Any non-medical misuse will result in disciplinary action under the Behaviour Policy and a review of this agreement.

Parent/Carer Signature: _____ **Date:** _____

Pupil Signature (if appropriate): _____ **Date:** _____

(School Office Use Only)

☐ Authorised ☐ Not Authorised

Headteacher Signature: _____ **Date:** _____

Appendix C: Staff / Adult Medical Exemption Form

CDAT SCHOOLS – WORKFORCE MEDICAL DEVICE AUTHORISATION FORM

Application for Staff / Adult Mobile Device Access for Medical Monitoring

All CDAT schools operate as mobile-free environments in the presence of pupils. Staff members or regular adult volunteers who require continuous access to a personal mobile device for medical self-monitoring must complete this form for Headteacher approval.

Applicant Details

- **Full Name:** _____
- **Role / Job Title:** _____
- **School:** _____

Medical Need & Device Information

- **Medical Condition:** _____
- **Device / Application Used:** _____
- **Brief explanation of monitoring function:** _____

Staff Member Declaration

I confirm that:

- The device will be used strictly for essential medical monitoring and health alerts.
- I will keep the device discreet and will not access personal messaging, social media, or non-medical applications while pupils are present.
- I understand that failure to adhere to these terms may result in the withdrawal of permission and further management under relevant Trust workforce policies.

Applicant Signature: _____ **Date:** _____

(School Office Use Only)

☐ Authorised ☐ Not Authorised

Headteacher Signature: _____ **Date:** _____