



Yehudi
Menuhin
School

MOBILE PHONES POLICY

SPRING 2026	WRITTEN BY HEAD	APPROVED BY FULL COUNCIL
SPRING 2027	NEXT REVIEW	

INTRODUCTION AND AIMS

At the Yehudi Menuhin School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff alike.

Our policy aims to:

- Promote safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, parents and staff.
- 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:

- Risk to child protection.
- Data protection issues.
- Potential for lesson disruption.
- Risk of theft, loss of damage.
- Inappropriate use of technology in the classroom.
- Bullying and cyberbullying.

The School recognises that mobile phones have their benefits and play a notable role in socialising with friends and engaging with the world. However, mobile phones risk unnecessary distraction, disruption and diversion. One in five children have experienced bullying online and are often targeted via their mobile phones or similar devices. Moreover, whilst mobile phones can be used for socialising, screen time undeniably displaces and disrupts face to-face interactions and other activities that have a positive impact on wellbeing. It is our duty as educators to provide a distraction-free and supportive environment that is conducive to learning.

Limiting the use of mobile phones enables us to do so and to focus on the educational and pastoral needs of all students.

ROLES AND RESPONSIBILITIES

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy. Volunteers, governors, or anyone else otherwise engaged with the school, must alert a member of staff if they witness or are aware of a breach of this policy. Ensuring the online safety of our school community is of paramount importance. As such, this policy will be reviewed every year and updated when necessary. The Designated Safeguarding Lead (DSL) is responsible for monitoring, reviewing and updating the policy.

USE OF MOBILE PHONES BY PUPILS

The School recognises that parents/guardians may wish their children to have access to a mobile phone for communication purposes. Mobile phones can help with safeguarding and protecting children as they allow immediate contact and in some cases location identification. This is particularly important for children who travel to and from the School by themselves, especially during the darker winter months. YMS supports this approach and has adopted the following policy in order to support parents/guardians whilst also ensuring a distraction-free environment.

Parents have an important role to play in educating children on the healthy use of mobile phones and social media. The School encourages parents to impose such controls on the functionality and use of their children's mobile phones as they deem appropriate.

Boarders

From Monday to Friday boarders are allowed access to their mobile phones in the morning from 07:15 to 07:45.

As are allowed access to their mobile phones in the evening from 19:00 to 22:00.

Bs and Cs are allowed access from 20:00 to their tech hand-in time (21:00 for Cs, 21:30 for Bs). On days when there is no evening monitored Private Study Bs and Cs are allowed access from 19:00.

On Saturday boarders are allowed access to their mobile phones from 07:45 to 08:45, then from 12:30 onwards until their tech hand-in time. On Sunday boarders are allowed access to their mobile phones all day.

All boarders are allowed access to their phone when they leave the school site, whether for a school trip, visit to the doctor, journey home, travel or a musical event, or other activity.

Boarders' mobile phones will be stored by duty staff. At the discretion of duty staff boarders may be given access to their mobile phone outside the above hours in an emergency.

Day Pupils

Day pupils who bring their mobile phones to school must hand them into duty staff on arrival and should collect them immediately prior to leaving the school site. At the discretion of duty staff day pupils may be given access to their mobile phone while in school in an emergency.

SANCTIONS

Any pupil who breaches the policy will be subjected to sanctions. Appropriate sanctions will be actioned for any pupil who breaches the rules or if inappropriate usage is suspected by staff.

Under sections 91 and 94 of the Education and Inspections Act 2006 schools are permitted to confiscate phones from pupils.

Further action may be taken if a pupil repeatedly breaches the policy. Certain types of conduct, bullying or harassment can be classed 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:

- Upskirting
- Sexting (consensual and non-consensual sharing of nude or semi-nude images or videos)
- Threats of violence or assault
- Abusive calls, emails, social media posts, or texts directed towards someone on the basis of their ethnicity, religious belief, sexual orientation or any protected characteristic as stated by the Equality Act 2010.

USE OF MOBILE PHONES BY STAFF

Staff (including volunteers, contractors and anyone else involved with or employed by the school) are permitted to make and receive calls or send texts on the school site only in

relation to school matters. These might include such occurrences as calling duty staff or reception if a pupil is unexpectedly absent from a lesson; contacting maintenance about an urgent estates issue; or reporting an accident in the swimming pool to the school nurse.

Staff personal mobiles should not be used on the School site for private matters in the presence of pupils. The use of personal mobile phones for private matters should be restricted to non-contact time and to areas of the school where children are not present (such as staff rooms or departmental offices).

There may be circumstances in which it is appropriate for a member of staff to use their mobile phone for personal matters during contact hours. This includes, but is not limited to, instances of:

- Expected contact by their own child, or their child's school.
- Expected emergency contact for acutely ill dependants or family members.

Boarding duty staff are authorised to use their duty phones to fulfil the responsibilities of their role.

Resident staff are expected to show consideration when using personal mobile phones on site and to adhere to the letter and spirit of this policy wherever possible.

Data protection

Staff must not use their personal mobile phones to process personal data or any other confidential school information. Staff must secure their phones as much as possible using passwords and/or pin codes to protect access to the phone's functions. Staff must also secure any work phone provided to them. Failure to do so may result in data breaches.

Safeguarding

As per the School's Safeguarding policies, staff must refrain from giving their personal contact details to parents or children, including connecting with them through social media and messaging apps. Staff must avoid publishing their contact details on any social media platform or website to avoid unwanted contact by parents or children. Staff must not contact children on the child's personal devices and must only ever attempt contact through their parent/guardian and only when necessary. Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything that could be used to identify a pupil. If it is necessary to take a photo or a recording as part of a school activity, this must be done using school equipment.

Using personal mobiles for work purposes

Circumstances may arise in which it is appropriate for staff to use their personal mobile phones for work. These circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits.

In these circumstances staff should:

- Use their mobile phones in an appropriate and professional manner in line with the School's Code of Conduct.
- Not use their phones to take photographs or recordings of pupils, their work or anything that could be used to identify a pupil.
- Refrain from using their phones to contact parents. If contact is necessary, it must be made via the school office.

Work phones

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

When using a work phone 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.

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

USE OF MOBILE PHONES BY PARENTS/GUARDIANS AND VISITORS

Parents, 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 entails:

- Not using phones in the presence of pupils or during contact hours.
- Not taking pictures or recordings of pupils on school grounds, unless it is of their own child.
- Not posting any images or recordings to social media without consent.

Parents, volunteers and visitors will be informed of the rules pertaining to mobile phone usage when they sign in at reception or attend an event at school.

Parents/guardians must use duty staff as the primary point of contact if they need to get in touch with their child during the school day. They should not try to contact their child on their child's personal device during the school day, except by prior agreement with boarding duty staff.

LOSS, DAMAGE OR THEFT

Pupils bringing their phones to school must ensure that their phones are appropriately and clearly labelled before handing them in to staff.

Pupils must secure their phones as much as possible, using passwords and/or pin codes to protect access to the phone's functions.

Pupils bring their mobile phones and similar devices to school at their own risk. The school accepts no responsibility for mobile phones or similar devices that are lost, damaged or stolen on school premises or transport, during school visits/trips or while a pupil is travelling to and from school.

Confiscated phones will be stored securely by duty staff and can be collected at the end of the day. Lost phones should be returned to Reception. The school will then attempt to contact the owner.

MONITORING AND REVIEW

The school is committed to ensuring that this policy has a positive impact on the education, behaviour and welfare of all pupils. This policy will be reviewed at least annually.

When reviewing the policy, the school will take into account:

- Feedback from parents 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.