

Bank View School



Mobile Phone Policy

Document Status

Review Period	Annually
Person Responsible for Policy	Senior Leadership Team
Date Reviewed and Approved by Governing Board	September 2026
Next Schedule Date for Review	September 2027

Bank View School (Fazakerley and Speke Sites) – Mobile Phone and Smart Device Policy (For students)

Policy information

Bank View School's Fazakerley and Speke sites are mobile phone-free for pupils throughout the school day, by default. Any exception is made individually, recorded, and reviewed.

Item	Detail
School	Bank View School – Fazakerley and Speke sites, Liverpool
Policy owner	Principal
Safeguarding lead for this policy	Senior Designated Safeguarding Lead (DSL)
Approved by	Governing Body
Date approved	06.11.26
Next review	Sep 1, 2027, or sooner if DfE guidance or KCSIE changes
Status	Links to the Behaviour and Relationship Policy; published on the school website

This policy follows the DfE statutory guidance [Mobile phones in schools](#). It became statutory on 29 June 2026, under section 36 of the Children's Wellbeing and Schools Act 2026, and schools must follow it from 1 September 2026. It is also written in line with Keeping Children Safe in Education (KCSIE) 2026, Behaviour in Schools, Searching, Screening and Confiscation, Supporting Pupils with Medical Conditions at School, the Equality Act 2010 and the SEND Code of Practice.

Purpose, Scope and Rationale

Pupils at Bank View do not have access to mobile phones or smart devices from arrival to departure. This keeps our school calm, safe and focused on learning, communication and relationships.

Purpose

This policy sets out how we:

- Keep pupils safe from online harm linked to personal devices, in line with KCSIE 2026
- Reduce distraction, anxiety and dysregulation caused by notifications, messages and social media
- Protect the privacy and dignity of pupils, particularly during personal and intimate care
- Prevent unauthorised photos, video and audio recording of pupils and staff
- Make reasonable adjustments for disabled pupils and those with medical needs

- Set clear expectations for pupils and parents.

Scope

The policy applies to all pupils, from Primary to post-16, at both Bank View sites (Fazakerley and Speke). All staff, including supply and agency staff, are responsible for applying it consistently.

It covers the full school day: arrival, lessons, time between lessons, break times, lunchtime and departure. It also covers school transport arranged by the school, educational visits and off-site learning, and any event where staff are responsible for pupils.

Links to Safeguarding Policies

This policy sits alongside, and must be read with, all of the school's safeguarding policies. These include the Child Protection Policy, Safeguarding Handbook, the Online Safety Policy, the Staff Code of Conduct and Acceptable Use Agreements. Staff use of personal devices, safeguarding concerns involving devices, and online safety are covered in those policies, not here. Any concern about a pupil's welfare linked to a phone or device is reported to the DSL under the Child Protection Policy and Safeguarding Handbook.

Devices Covered

"Device" in this policy means any personal item that can connect to a mobile network, Wi-Fi or Bluetooth, or record audio, images or video. This includes:

- Mobile phones and smartphones
- Smartwatches and fitness trackers with messaging, calling, camera or notification functions
- Children's GPS or tracker watches with calling or listening functions
- Tablets, e-readers and handheld games consoles with internet or camera access
- Wireless earbuds or headphones linked to a phone
- Smart glasses, camera pens, recording devices and similar wearables.

School-owned devices, such as iPads, communication aids (AAC) and eye-gaze equipment, are not covered by the prohibition. They are used under the Online Safety and Acceptable Use policies and the school filtering and monitoring system.

Why this Matters in our School

All our pupils have an EHCP, their SEND can make them more vulnerable online. They may find it harder to recognise grooming, exploitation, scams, sextortion or harmful content, and to tell an adult when something is wrong.

Pupils can also be more easily upset by sudden notifications or content they don't understand. A phone-free day supports regulation, predictable routines and positive relationships with staff and peers.

The [DfE statutory guidance](#) expects schools to be mobile phone-free by default, with anything else by exception only. KCSIE 2026 now includes a mobile phone section and requires us to treat devices as part of our wider safeguarding and online safety approach, not only as a behaviour matter.

Roles and Responsibilities

Everyone in school applies this policy consistently; the Principal is accountable for it and the DSL leads on its safeguarding aspects.

Who	Responsibilities
Governing Body	Approves and reviews the policy. Ensures appropriate filtering and monitoring is in place and reviewed at least once each academic year, in line with KCSIE. Monitors how well the policy is working through the Principal's report and the safeguarding governor.
Principal	Decides how the phone-free approach works on each site. Approves individual exceptions and confiscation periods. Makes sure the policy is published, and that staff, pupils and parents understand it.
Senior Designated Safeguarding Lead (DSL) and deputies	Lead on device-related safeguarding concerns, including nude or semi-nude image sharing, sextortion, grooming, exploitation and online bullying. Take the lead responsibility for online safety, including understanding filtering and monitoring. Keep records on CPOMS (or the school's system) and refer to Liverpool Children's Services, Police or other agencies where needed.
IT manager	Leads the annual review of filtering and monitoring with the DSL and IT provider. Checks systems work on all school devices and on every site and keeps a record of the review.
Teachers and class teams	Record agreed device adjustments in the pupil's EHCP-linked support plan, communication passport or risk assessment. Teach device rules in ways each pupil can understand (visuals, symbols, social stories, now-and-next).

Who	Responsibilities
All staff	Apply the collection and storage routine every day. Report any concern immediately to the DSL. Never view, copy, forward or delete images of suspected indecent content.
Pupils	Hand in or store devices as agreed with their class team, as far as they are able. Tell a trusted adult if something online worries them.
Parents and carers	Support the policy at home and help pupils follow the routine. Contact the school office, not their child, during the day. Tell the school about any medical, caring or other need for device access.
Form teachers	At Fazakerley, collect phones and smart devices at the start of each day, place them in the class lock box and take it to the school office. At Speke, make sure pupils place phones in their taxi tray in the foyer and do not bring them into the main building. Return phones at the end of the school day (Fazakerley), or make sure pupils collect them from the trays when they depart (Speke). Confiscate phones used during the day and inform parents or carers.
School office staff	Keep lock boxes (Fazakerley), taxi trays in the locked front room (Speke) and confiscated phones secure during the day. Contact parents or carers to collect a phone when a pupil has refused to hand it in. Pass on messages between home and pupils.

Pupils: Phones, Smartwatches and Other Devices

We recommend pupils do not bring personal devices to school. Where a pupil does, the phone is handed in at the start of each day, stored securely using the routine for their site (see 4.1), and returned at the end of the school day. Pupils do not keep phones in pockets or bags, switched off or otherwise.

The Daily Routine

Fazakerley Site

1. **Handing in phones.** Mobile phones brought into school must be handed to the form teacher at the start of each day.
2. **Storage.** The form teacher places phones in a lock box, which is kept in the school office until the end of the day.
3. **During the day.** No pupil has access to their phone during lessons, time between lessons, break times, lunchtime, therapies or clubs.
4. **Return of phones.** Phones are returned at the end of the school day.

Speke Site

1. **Handing in phones.** Trays labelled with taxi numbers are placed in the school foyer. On arrival, all phones must be placed in the appropriate tray. Phones must not be taken into the main school building.
2. **Storage.** The trays are then locked securely in a room at the front of the school.
3. **During the day.** No pupil has access to their phone during lessons, time between lessons, break times, lunchtime, therapies or clubs.
4. **Return of phones.** Pupils collect their phones from the trays when they depart the school.

We know change can be hard for some pupils. Class teams will introduce the routine gradually where needed, using visual timetables, social stories, a "phone goes to sleep" symbol and the same hand-in routine each day.

Smartwatches and Wearables

Smartwatches, GPS tracker watches and fitness trackers with calling, messaging, camera, listening or notification features are treated in the same way as phones. They are handed in and stored in the same way as phones on each site. A simple watch that only tells the time is allowed.

If a parent uses a tracker watch for their child's safety on the journey to school, it is handed in and returned at the end of the school day like a phone. Please speak to us if you have concerns.

Exceptions and Reasonable Adjustments

We will always meet our duties under the Equality Act 2010 and to support pupils with medical conditions. The DfE guidance is clear that where a phone allows a pupil to manage a medical condition, it would not be reasonable to stop this. Exceptions may include:

- **Medical needs.** For example, a phone linked to a continuous glucose monitor for diabetes, or an app used to manage epilepsy or another condition.

- **Disability-related needs.** For example, where a pupil's own device is essential to their communication, regulation or access to learning, and a school-owned device cannot meet that need.
- **Individual circumstances.** For example, young carers, children looked after, or pupils with a specific safety plan for travel.

An exception does not mean unrestricted use. It sets out exactly what the device is used for, when, where and with which staff. For example, a pupil may check glucose readings with their key adult, or staff may hold the phone and monitor alerts for the pupil.

How Exceptions are Agreed

1. The parent, carer, pupil or staff member tells the class teacher about the need, this is shared with a member of SLT and an agreement is made
2. The Principal approves the agreement
3. The agreement is linked to the Individual Healthcare Plan, EHCP support plan or risk assessment and shared with the staff who need it
4. It is reviewed at least once a year, and whenever the pupil's needs change.

Post-16 Students

The DfE guidance lets schools consider limited access for sixth-form students. At Bank View, post-16 students follow the same phone-free rule by default. As part of preparing for adulthood, a student may have planned, supervised access at specific times and places, for example to practise travel training, money skills or independent communication. Any such access is agreed individually, recorded in the student's plan and never happens in front of younger pupils.

Contact between Home and School

Parents who need to reach their child during the day should phone the school office. Staff will pass on messages quickly. Pupils who need to contact home will be supported to do so using a school phone.

Loss and Damage

Devices are brought to school at the owner's risk. The school takes reasonable care of devices it stores but cannot accept liability for loss or damage unless caused by staff negligence. Parents should check their own insurance and label devices clearly.

Trips, Transport, Residentials and Communicating with Parents

Pupil devices stay away on school trips unless the visit risk assessment records a clear reason for access.

Educational Visits and Off-Site Learning

- The visit leader decides and records the phone approach for each trip in the EVOLVE risk assessment
- By default, phones stay in secure storage on site during the trip and are returned at the end of the school day
- Planned use may be agreed for learning, such as travel training or community-based work experience
- Staff carry a school mobile phone on every visit for emergencies and contacting school and parents.

Residential Visits

The residential risk assessment sets out when and how pupils can contact home, usually through staff at set times. Pupils who become worried about something online during a residential will be supported to report it.

School Transport

Pupils travelling by Liverpool City Council transport, taxis or school minibus follow the routine agreed with their family. Passenger assistants and drivers follow their own employer's phone rules.

Communicating the Policy

- The policy is published on the school website and shared at admission and at the start of each school year. Parents and carers have been sent a letter about the policy through SeeSaw
- A one-page, easy-read version with symbols is shared with pupils and families.
- Pupils are reminded of the policy at the start of each year and regularly afterwards, in ways they understand
- Staff receive training on the policy at induction and in annual safeguarding and online safety training
- Parents can raise questions with the class teacher, the leadership team or Principal. We will respond promptly and explain the reasons for the policy.

We encourage families to talk at home about online safety, screen time and the benefits of time without phones. We can signpost parents to support, including advice on parental controls.

Confiscation, Searching and Responding to Breaches

A phone used during the school day is confiscated; if a pupil refuses to hand it in, parents or carers are asked to collect it. Staff apply this consistently, taking account of the pupil's age, SEND and understanding.

Our Approach

We follow the Behaviour Policy and the DfE guidance *Behaviour in schools* and *Searching, screening and confiscation*. For many of our pupils, a breach is a learning and support need rather than deliberate misbehaviour. Staff will consider communication needs, anxiety and sensory needs before acting, and avoid confrontation or physical removal of a device.

Steps when a Device is Seen or Heard

Situation	Action
A pupil does not hand in their phone and uses it during the school day	The phone is confiscated and kept in the school office. Parents or carers are informed.
A pupil refuses to hand in their phone to a member of staff	Parents or carers are asked to come to school to take the phone home.
Misuse that may cause harm (recording, sharing images, bullying, contact with unknown adults)	The phone is secured. The DSL is informed immediately. Safeguarding procedures are followed before any behaviour response.

Enforcement. Because of the number of issues caused by mobile phones in school, this rule is strictly enforced. Parents and carers have been informed by letter through SeeSaw. The DfE guidance supports Principals to confiscate devices for as long as they judge proportionate. Staff are protected from liability for loss or damage to confiscated items where they act lawfully.

Searching

Mobile phones and similar devices are items that may be searched for under our Behaviour Policy. Only the Principal or staff they authorise may search a pupil or their belongings, where there are reasonable grounds to suspect a pupil has one. Searches follow the DfE *Searching, screening and confiscation* guidance and take full account of the pupil's SEND, dignity and wellbeing. The DSL is informed of any search.

Examining Data on a Device

Staff will not look through a pupil's device except where there is good reason, such as a safeguarding concern, and only in line with the *Searching, screening and confiscation* guidance and with DSL involvement. Where a device may hold indecent images of a child, staff must not view it and must report it to the DSL immediately, in line with the Child Protection and Safeguarding Policy.

Monitoring, Review and Related Documents

The policy is reviewed every year, and sooner if the DfE guidance, KCSIE or our own monitoring shows a change is needed.

Monitoring

Ofsted now considers every school's mobile phone policy and how well it is put into practice. We will check this through:

- Device hand-in registers and confiscation records
- CPOMS records of device-related safeguarding concerns
- The annual filtering and monitoring review
- Learning walks and staff, pupil and parent feedback
- A termly summary to the safeguarding governor.

Related Policies

Child Protection and Safeguarding Policy; Online Safety Policy; Behaviour Policy (including searching and confiscation); Anti-bullying Policy; Staff Code of Conduct; Acceptable Use Agreements (staff, pupils, visitors); Supporting Pupils with Medical Conditions Policy; SEND Policy and Information Report; Intimate Care Policy; Educational Visits Policy; Data Protection and Images Policy; Young Carers arrangements.

Appendices to prepare

- Appendix A: Easy-read, symbol-supported version for pupils
- Appendix B: Letter and one-page summary for parents and carers
- Appendix C: Individual device agreement template (medical, SEND, young carer)
- Appendix E: Staff quick guide – responding to a device incident