



Europa School UK  
Thame Lane  
Culham, Abingdon  
Oxfordshire  
OX14 3DZ  
Tel: +44 (0)1235 524060  
E-mail: [reception@europaschool.uk](mailto:reception@europaschool.uk)  
Website: <https://europaschooluk.org>

## Europa School UK – Mobile Phone Policy

Version and Date		Action/Notes
V1	July 2025	New policy taken from the key
Review Date January 2027		

At Europa School UK we recognise that mobile phones and similar devices, including smartphones, are part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

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

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

"Parent(s)" refers to parent, guardian, carer and any other similarly responsible person.

**There is no requirement for any pupil in Primary and Secondary up to and including S5 to bring a mobile device: basic phone, smartphone or smartwatch to school. We recognise that pupils in the sixth form will be likely to benefit from using their personal phones and their use is regulated by this policy.**

**If your child needs a phone for emergency contact, then the school strongly advises that you purchase a basic phone.**

## 2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further statutory guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

## 3. Roles and responsibilities

### 3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert the main reception (in person, email: [reception@europaschool.uk](mailto:reception@europaschool.uk), or tel. 10235 524060) if they witness, or are aware of, a breach of this policy.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

### 3.2 Principal

The Principal is responsible for monitoring the policy, reviewing it every 4 years, and holding staff and pupils accountable for its implementation.

### 3.3 Parents/Carers

Parents/carers are strongly advised by the school management not to buy a smartphone for their children up to the age of at least 14 to reduce the risk on online harm. If children are allowed a smart phone, parents/carers are expected to use parental controls and limit their children's time and exposure to social media.

## 4. Use of mobile phones by pupils in Primary and Secondary up to and including S5

**There is no requirement for pupils to bring their mobile phones or other smart devices into school. They will not be required for any learning activity.**

**If pupils do bring in their mobile phones, then it is on the condition that they are never used, seen or heard across the school site. The only exception is for emergency use to call 999.**

**The school day includes off-site supervised trips and activities unless the supervisor explicitly allows their use.**

**However, the school accepts that parents may wish their child to have a device for emergency contact out of school hours such as on their journeys to and from school.**

**Parents who need to contact their child during the school day should only use the office number – 01235 524060.**

**The school has provided in this policy for certain exemptions when mobile phones may be used.**

### 4.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

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 smart watches have wellness and health-related features.

**Smartwatches are not allowed in school.** They will be confiscated by staff and stored in the main reception. They can be collected at the end of the school day.

### 4.2 Exceptions for special circumstances and for student cohorts

The following groups will have exemptions from this policy

- **Young carers who need to be contactable**
- **Pupils with diabetes who use their phones to monitor their blood sugar**
- **Sixth-form pupils**

- **Certain group learning activities authorized by the Principal for S4 & S5 using smartphones (no SIM) acquired by the school.**

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

Sixth-form pupils are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones out of sight of younger pupils [Sixth form study centre and common rooms and in class supervised by a teacher]. Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to our behaviour policy.

Access to the school Wi-fi will be removed for all personal mobile devices and pupils who have exemptions will have to register their devices with the school.

### 4.3 Sanctions

The school requires all parents of students to give their permission for a pupil to bring a mobile phone into school. In the absence of a returned signed form it will be assumed that the pupil does not bring a mobile phone into school.

The School will confiscate phones from pupils if seen or heard during the school day under [sections 91 and 94](#) of the Education and Inspection Act 2006). Refusal to hand over a phone to any member of staff will result in the confiscation of the phone until parents collect the phone from school.

If a basic phone is confiscated, it will be handed into the main reception by the member of staff – they can be collected by the pupil at the end of the school day. An incident log must be completed, and this record is kept by the reception staff.

If a smartphone is confiscated, the mobile phone will be kept by the school for parents to collect. The school will contact parents to receive their permission for the pupil to travel home – if permission is not received then the pupil will stay at school until collected by parents or the parent organises a taxi to take them home. Repeated confiscations will result in a meeting with parents in the school and further actions which could result in a ban on bringing a device into school to the rest of the term/year. (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#)

Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows the search of a pupil'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).

Any sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously including using mobile phones. The school's behaviour and

anti-bullying policies will be followed, and actions may involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- 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

The school will investigate such behaviour happening inside or outside of school according to the school's behaviour policies and procedures.

#### **4.3. Loss, theft or damage**

Pupils bringing mobile phones to school must ensure that the phones are stored securely in bags and switched off completely.

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

The school accepts no responsibility for mobile phones that are lost, damaged, used inappropriately or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in the school's main reception,

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

### **5. Use of mobile phones by parents/carers, volunteers and visitors**

**Parents/carers, visitors and volunteers (including governors and contractors) must not use Mobile Phones or Devices on the school site except in an emergency or as authorised by the Principal.**

In particular, adults on site must NOT:

- take pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child and they have the permission of the teaching staff. All such authorised pictures and recordings are for personal use only and must not be posted on social media without explicit consent.

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 supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, 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, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

**Parents/carers must use the school office 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.**

## **6. Use of mobile phones by staff**

It is necessary for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Use for operational purposes.
- Contacting other members of staff for support in the management of an incident
- Emergency situations such as an accident or evacuations
- Supervising off-site trips
- Supervising residential visits

## **7. Loss, theft or damage**

The school accepts no responsibility for mobile phones that are lost, damaged, misused or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Confiscated phones will be stored in the school's main reception,

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

## **8. Monitoring and review**

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

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

## **Appendix 1: Code of conduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances**

You must obey the following rules if you bring your mobile phone to school:

1. You must not use your mobile phone during the school day, unless a member of staff specifically allows you to, for instance in case of emergency (to call 999).
2. Phones must be switched off (not just put on 'silent').
3. You must never use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without the permission of a member of staff and the consent of all people being recorded.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone at any time whether in school or elsewhere to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
  - a. Email
  - b. Text/messaging app
  - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

## **Appendix 2: Template mobile phone information slip for visitors**

**Use of mobile phones and similar devices in our school is covered by the school's policy with which you must comply. In particular:**

- Please keep your mobile phone on silent while on the school grounds
- Please do not use your phone. If you must use your phone, you must go to main reception
- Do not take photos or recordings, unless authorised, of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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