



THE WREN

NURTURE · CHALLENGE · INSPIRE

Mobile Phone Policy – September 2026

Reviewed and approved by:	This policy is managed by the Senior Leadership Team
Author:	John Salberg, Principal
Updated	July 2026
Date of next review:	July 2027

This policy meets the requirements section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

Contents

1. Introduction and aims.....	2
2. Roles and responsibilities	2
2.1 Staff.....	2
2.2 Governors	3
3. Use of mobile phones by students.....	3
3.1 Exceptions for special circumstances and for sixth-form students.....	3
3.2 Consequences – Year 7 - 11	4
3.3 Consequences – Wren Six (Year 12 and 13).....	5
4. Use of mobile phones by staff	7
4.1 Personal mobile phones.....	7
4.2 Data protection	7
4.3 Safeguarding.....	7
4.4 Using personal mobiles for work purposes.....	8
4.5 Work Phones	8
4.6 Sanctions.....	8
5. Use of mobile phones by families, visitors, and volunteers	9
6. Loss, theft, or damage	9
7. Monitoring and review.....	9

1. Introduction and aims

At The Wren, we recognise that some mobile phone use can be an important part of everyday life for our students, families, and staff, as well as the wider school community. However, we also recognise that mobile phones have the potential to undermine our values, pose a risk to child protection and safeguarding, and lead to a disruption to teaching and learning.

The safeguarding of our students is paramount, and disruption free teaching and learning is a priority: this is why the use of smartphones is prohibited at The Wren for students in Years 7 – 11 and restricted for students in Wren Six, school staff and visitors.

Our policy aims to:

- Ensure our school is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for students, staff, families, and visitors
- 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 disruption
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

As with the [DfE's statutory mobile phones in schools' guidance](#) all devices with communications and smart technology are included in the term 'mobile phones', such as smart watches, for the purposes of this policy.

2. Roles and responsibilities

2.1 Staff

All school staff are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

Anyone engaged by the school, including volunteers, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Senior Leadership Team is responsible for monitoring the policy annually, reviewing it, and holding staff and students accountable for its implementation.

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

2.2 Governors

Governors will support the school by actively monitoring and reviewing this policy to ensure it considers both the relevant DfE guidance whilst considering the safety and wellbeing of everyone within the school community.

3. Use of mobile phones by students

Students must not have access to a mobile phone on school site at any time, unless explicitly authorised by a member of staff (for example, for specific medical reason, or urgent safeguarding concern). If a student needs to make urgent contact with home, they must go to student reception.

Students in Years 7 -11 who attend school with a mobile phone must ensure that the phone is turned off before entering the school site, put away in a secure case and remain in the case and off until they leave the school site. Mobile phones cannot be removed from the pouch during the school day and if this happens it will be treated as serious misbehaviour.

From September 2026 the secure case will be a clear, school provided, pencil case. This is a temporary measure whilst the school are reviewing specialised pouch solutions which are both cost effective and suitable for all within our community. These will be introduced during the 2026/27 academic year.

3.1 Exceptions for special circumstances and for sixth-form students

The school may permit students to use a mobile phone in school, due to exceptional circumstances. Permission will only be granted where there is documented safeguarding or medical necessity. To request such permission students and their families must contact the Principal. Any students who are given permission will also be issued with an acceptable use agreement which must be adhered to.

Wren Six students have restricted access to mobile phones at school to reflect their increased independence and responsibility but must not compromise our policy on the use of mobile phones for other students.

Therefore, Wren Six students are only allowed access to their mobile phones in the designated Wren Six areas. Mobile phones must be put away in a school bag before entering the school gates, and remain there until they leave the school site, or are accessed in a designated Wren Six areas.

Mobile phones cannot be kept in any clothing pocket.

The dedicated areas in which Wren Six students may access their mobile phones are the Wren Six Centre, Café, and silent study areas only. Outside of these areas this policy and relevant consequences will apply.

3.2 Consequences – Year 7 - 11

If a mobile phone is seen or heard by a member of staff once a student is on the school site it will be considered serious mis behaviour and the following actions will be taken.

A mobile phone is seen, heard or removed from its pouch on the school site for the first time in the academic year.	Item is confiscated by a member of staff and brought to student reception where it is securely stored by the receptionist there. The receptionist logs the confiscation & contacts the family to advise that the item can be collected at a time arranged with the student receptionist, by an adult family member only. A ReFocus consequence will be issued. The student will not be allowed to collect the phone.
A mobile phone is seen, heard or removed from its pouch on the school site for the second time in the academic year.	Item is confiscated by a member of staff and brought to student reception where it is securely stored by the receptionist there. The receptionist logs the confiscation & contacts the family to advise that the item can be collected at a time arranged with the student receptionist, by an adult family member only. A suspension will be issued and the relevant Progress Leader will arrange a meeting to discuss the repeated concern. The student will not be allowed to collect the phone.
Refusal to hand over a mobile phone to a member of staff if seen, heard or removed from its pouch.	Families will be immediately contacted and asked to come straight into school to support and take away their child's mobile phone. A suspension will be issued and the relevant Director of Key Stage will arrange a meeting to discuss a mobile phone plan moving forward.
The school becomes aware of recording and/or taking photos or sharing of unauthorised videos and/or images.	Item is confiscated by a member of staff and brought to student reception where it is securely stored by the receptionist there.

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 based on someone's ethnicity, religious beliefs, or sexual orientation	The member of staff records the confiscation on CPOMS. Action and sanctions will be determined by the Designated Safeguarding Lead and a member of the Senior Leadership Team in line with school policy. The item will be released to an adult family member following their decision. The school takes such conduct extremely seriously and this may be classified as criminal conduct. The school will involve the police or other agencies as detailed in the school Behaviour Policy. The Wren reserves the right, in cases of Safeguarding or Child Protection, to examine the content of mobile phones and to pass a confiscated phone to, or seek advice from, the police. Parental consent or approval will not be sought before this action is taken. Only the Principal and / or a Designated Safeguarding Lead are permitted to examine a student's mobile phone. The Wren reserves the right, in issues relating to unauthorised videos or photos, to ask the student responsible to delete these in the presence of an adult family member and/or a representative of the school.
--	---

3.3 Consequences – Wren Six (Year 12 and 13)

If a Wren Six students mobile phone is seen or heard by a member of staff in an unauthorised area, the following actions will be taken.

A mobile phone is seen or heard in an unauthorised area if a Wren Six student, for the first time in the academic year.	Item is confiscated by a member of staff and brought to student reception where it is securely stored by the receptionist there. The receptionist logs the confiscation. A 60-minute consequence will be issued. The student may collect their phone at the end of their school day.
--	---

A mobile phone is seen or heard in an unauthorised area if a Wren Six student, for the second time in the academic year.	Item is confiscated by a member of staff and brought to student reception where it is securely stored by the receptionist there. The receptionist logs the confiscation & contacts the family to advise that the item can be collected at a time arranged with the student receptionist, by an adult family member only. A ReFocus consequence will be issued and the Director of Wren Six will arrange a meeting to discuss the repeated concern. The student will not be allowed to collect the phone.
Refusal to hand over a mobile phone to a member of staff.	Families will be immediately contacted and asked to come straight into school to support and take away their child's mobile phone. A form of suspension will be issued.
The school becomes aware of recording and/or taking photos or sharing of unauthorised videos and/or images. 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 based on someone's ethnicity, religious beliefs, or sexual orientation	Item is confiscated by a member of staff and brought to student reception where it is securely stored by the receptionist there. The member of staff records the confiscation on CPOMS. Action and sanctions will be determined by the Designated Safeguarding Lead and a member of the Senior Leadership Team in line with school policy. The item will be released to an adult family member following their decision. The school takes such conduct extremely seriously and this may be classified as criminal conduct. The school will involve the police or other agencies as detailed in the school Behaviour Policy. The Wren reserves the right, in cases of Safeguarding or Child Protection, to examine the content of mobile phones and to pass a confiscated phone to, or seek advice from, the police. Parental consent or approval will not be sought before this action is taken.

	Only the Principal and / or a Designated Safeguarding Lead are permitted to examine a student's mobile phone. The Wren reserves the right, in issues relating to unauthorised videos or photos, to ask the student responsible to delete these in the presence of an adult family member and/or a representative of the school.
--	---

In each case as outlined above, the 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 (SEN), disability)
- The student'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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff, including volunteers, contractors, and anyone else otherwise engaged by the school, are not permitted to use a mobile phone during the school day while involved in contact time with students, including on duty supervision. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present, such as staff work areas.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. The Principal will decide on a case-by-case basis whether to allow for special arrangements. School staff can use the main school number or relevant administrative member of staff as a point of emergency contact. School staff are permitted to use their mobile phone to make payments within the Café.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

Staff should refer to the school's data protection policy and ICT acceptable use policy.

4.3 Safeguarding

Staff must not give their personal contact details to families or students (current and former), including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by families or students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones during the school day in front of students for work. Such circumstances may include, but aren't limited to:

- Use of multi-factor authentication
- Completing a school register for essential safeguarding purposes when no other school device is available
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

Staff may, with permission of the Principal and when a school mobile phone is not available, use their personal mobile phones when supervising residential visits or school trips. In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a student.
- Refrain from using their phones to contact families. If necessary, contact must be made via the school office.

There is no expectation that staff should use their personal mobile for school business. A school mobile phone is available for all staff to use on all off-site trips and visits.

4.5 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 the phone must not be provided to anyone without authorisation.

Staff must:

- Only use school 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

4.6 Sanctions

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

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by families, visitors, and volunteers

Families are expected to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use, the benefits of a mobile phone-free environment and the adherence of the schools consequence system as set out in this policy.

Families, 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 means:

- Not taking pictures or recordings of students, unless it's a public event and taking of their own child.
- Using any photographs or recordings for personal use only and not posting on social media without consent.
- Not using phones in lessons, when working with students or while children are present.

Families, 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.

Families must use the school office as the first point of contact (0118 214 388 or admin@wren.excalibur.org.uk) 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. Loss, theft, or damage

Students bringing mobile phones to school must ensure that their phones are appropriately labelled, ready to be stored away securely as soon as they arrive on school site.

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

Students are advised of this in assemblies and families are advised of this through Year Ahead meetings and communication home.

The Wren will not be held responsible for missing or damaged mobile phones whilst on school site and this will not be investigated by the school.

Confiscated phones will be handed directly to student reception or reception staff and will be stored in a secured locked container.

7. Monitoring and review

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

- Feedback from families and students
- Feedback from school staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority, or other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Principal in writing and in a timely manner.