



SPAGHETTI BRIDGE

Mobile Phone Policy

Policy Owner	Head of Quality & Outcomes
Applies to	All services and departments
Associated Documents	Child Protection and Safeguarding Policy Online Safety Policy Relational Approach Policy Anti-Bullying Policy Social Media Policy Staff code of conduct
Review Frequency	This policy will be reviewed every 2 years
Review date	July 2025 (AMENDED FEB 2026)
New Review date	July 2027
Approved by Chief Executive Officer	<p><i>Dan Alipaz</i></p> <hr/> <p>Dan Alipaz (Feb 16, 2026, 9:14pm)</p>
Approved by the Chair of the Board	<p><i>Stephen Bradshaw</i></p> <hr/> <p>Stephen Bradshaw (Feb 11, 2026, 4:47pm)</p>

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1. Introduction

The school is committed to inclusion and recognises its duties under the Equality Act 2010. We acknowledge that for some students, access to a phone during the school day may be a reasonable adjustment to support medical or safeguarding needs. Ideally, this would be a Base phone or a phone in an office space, however there may be exceptional circumstances where individual students require access to their personal mobile phones. For example, if this is stated as such in a student's EHCP or used to manage a specific medical condition.

Any parent/carer requested adjustments will be guided by a needs-led, relational approach, balancing the individual pupil's wellbeing, with the safety and consistency of the wider school community and agreed by the Head Teacher and Safeguarding Team. Any adjustment agreed will be applied to the students Risk Assessment and Relational Support Plan, outlining clear details of when pupils will be enabled to use their mobile phone i.e. for a specific purpose, at specific times and locations.

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Purpose/Aim

This policy is rooted in our school's relational approach, wellbeing and safeguarding of all Spaghetti Bridge Students. We recognise that mobile phones are a significant part of young people's lives; however, during the school day they can undermine learning, relationships, and safety.

Our aim is to create a calm, focused and safe environment where pupils can engage fully with learning, develop healthy relationships, and feel protected from online harms. This policy supports our relational approach, inclusion and pupil wellbeing, rather than relying on sanctions.

The policy aligns with Department for Education (DfE) guidance on mobile phones in schools and should be read alongside the relational approach, Safeguarding and Child Protection Policy

Our policy aims to:

- Protect relationships by reducing conflict, distraction and child-on-child harm linked to mobile phone use.
- Promote emotional wellbeing by giving our students space from social pressure, online comparison and digital overwhelm during the school day.
- Create psychological safety so students feel secure, present and ready to learn without fear of online incidents occurring during school hours.
- Support the relational approach by setting clear, fair and consistent boundaries that students can understand and trust.
- Educate responsibility and self-regulation, helping students develop healthy habits around technology use.
- Work in partnership with families to reinforce shared messages about digital wellbeing and safety.
- Ensure staff are aware of their responsibilities and personal use of mobile phones
- Educate students in conjunction with the PSHE and RSHE policy to support healthy relational and online safety.

This policy will operate in conjunction with other policies including the Child Protection and Safeguarding Policy, Relational Approach Policy and the Online Safety Policy.

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2. Scope

This policy applies to:

- All students on roll
- All staff, volunteers and other stakeholders

The policy applies throughout the entire school day, including:

- Lessons
- Transition times
- Social times throughout the school day
- Off site activities taking place during the school day

3. Policy Statement

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive personal calls, or send texts, during contact time. 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 the staff room) unless a planned activity of contact is required with the staff team around a base.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- Awaiting personal medical appointments

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Please refer to Data protection and ICT / Internet Acceptable Use Policies for additional guidance.

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Safeguarding

- Staff must refrain from giving their personal contact details to parents or students, 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 parents 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.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Outreach visits if no pool phone is available at the school site

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 students, their work, or anything else which could identify a student
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school phones or in the case of emergencies by ensuring they have activated no caller ID on their mobile phone through settings.

Work phones

Each Base and key 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 work phones 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.
- Not allow students access to these phones

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Consequences

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

Use of mobile phones by students

The Department of Education has published guidance for all schools to be “mobile phone-free environments” with the expectation that students do not have access to their mobile phone throughout the school day including during lessons and social times.

School will therefore provide students with safe storage for their mobile phones during the school day, as we recognise the need for them during transport, when travelling to and from school.

Use of smartwatches by pupils

The DfE’s 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.

Important

Parents/carers are reminded that in cases of emergency they should contact the school reception. This is the quickest way to reach your child, ensures we are aware of any potential issue and enables the school to assist in making the necessary arrangements. Please do not ring or text your child during the school day

Any student feeling ill should let their base team know and appropriate arrangements will be made for the school to contact parents.

Using mobile phones at any time to bully or threaten other students is unacceptable. Cyber bullying will not be tolerated. This includes using mobile phones to photograph or film any student without their consent.

Failure to follow this policy may result in confiscation or a student focused intervention being initiated and/or parent/carers being called to remove the phone from site.

Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governance team 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:

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- ❖ Not taking pictures or recordings of students, unless it's a public event, (such as a school fair), or of their own child
- ❖ Using any photographs or recordings for personal use only, and not posting on social media without consent
- ❖ Not using phones when learning, or when working with students
- ❖ Parents, 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.

Loss, theft or damage

- Students bringing phones to school must ensure that phones are stored securely when not in use.
- Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.
- 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.
- All new parents/carers and students will be made aware of this policy as part of their admission process.
- Lost phones should be returned to the reception. The school will then attempt to contact the owner.
- Confiscated phones will be stored in the school office/other appropriate location in a secure/locked cabinet.
- If we believe that a student is misusing a mobile phone we will confiscate the phone to ensure the wellbeing of all. At this point the phone will become the responsibility of the school, kept in a secure location. Parents/Carers will be informed and a plan for the return of the phone will be agreed upon.

Monitoring and review

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

- Incident data related to mobile phone breaches
- Safeguarding records involving mobile phone incidents
- Pupil, staff and parent feedback on the policy and its implementation

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4. Roles & Responsibilities

Implementation

This policy applies to all staff, volunteers and other stakeholders. Our policy and procedures also apply to extended school and off-site activities.

The Headteacher and Senior Leadership Team are responsible for the implementation of this policy.

5. Support, Advice and Communication

Initial enquiries for support, advice and communication should be directed to the Senior Leadership Team



Issuer Spaghetti Bridge Ltd

Document generated Wed, 11th Feb 2026 16:05:24 GMT

Document fingerprint cf591033e618701b2e4a45143f442ada

Parties involved with this document

Document processed	Party + Fingerprint
Wed, 11th Feb 2026 16:47:03 GMT	Stephen Bradshaw - Signer (52acf69a2821ff73bf6eb7806b63b6c3)
Mon, 16th Feb 2026 21:14:54 GMT	Dan Alipaz - Signer (c6b6be1d48b258810a447a19bd553508)

Audit history log

Date	Action
Wed, 11th Feb 2026 16:05:24 GMT	Envelope generated by Amy Fielding (141.195.138.241)
Wed, 11th Feb 2026 16:05:25 GMT	Document generated with fingerprint cf591033e618701b2e4a45143f442ada (141.195.138.241)
Wed, 11th Feb 2026 16:05:50 GMT	Sent the envelope to Stephen Bradshaw (stephen.bradshaw@spbridge.co.uk) for signing (141.195.138.241)
Wed, 11th Feb 2026 16:05:50 GMT	Document emailed to stephen.bradshaw@spbridge.co.uk
Wed, 11th Feb 2026 16:05:50 GMT	Sent the envelope to Dan Alipaz (dan.alipaz@spbridge.co.uk) for signing (141.195.138.241)
Wed, 11th Feb 2026 16:05:51 GMT	Document emailed to dan.alipaz@spbridge.co.uk
Wed, 11th Feb 2026 16:10:25 GMT	Dan Alipaz opened the document email. (66.249.93.67)
Wed, 11th Feb 2026 16:11:33 GMT	Stephen Bradshaw opened the document email. (185.66.206.162)
Wed, 11th Feb 2026 16:46:43 GMT	Stephen Bradshaw opened the document email. (66.249.93.66)
Wed, 11th Feb 2026 16:46:47 GMT	Stephen Bradshaw viewed the envelope (185.66.206.162)
Wed, 11th Feb 2026 16:47:03 GMT	Stephen Bradshaw signed the envelope (185.66.206.162)
Wed, 11th Feb 2026 22:09:50 GMT	Dan Alipaz opened the document email. (66.249.93.78)
Mon, 16th Feb 2026 9:20:16 GMT	Sent Dan Alipaz a reminder to sign the document. (193.223.70.18)
Mon, 16th Feb 2026 9:20:17 GMT	Document emailed to dan.alipaz@spbridge.co.uk
Mon, 16th Feb 2026 9:20:18 GMT	Dan Alipaz opened the document email. (74.125.150.35)
Mon, 16th Feb 2026 11:40:20 GMT	Dan Alipaz opened the document email. (66.249.93.69)
Mon, 16th Feb 2026 21:04:18 GMT	Dan Alipaz opened the document email. (66.249.93.71)
Mon, 16th Feb 2026 21:14:46 GMT	Dan Alipaz viewed the envelope (86.152.236.12)
Mon, 16th Feb 2026 21:14:54 GMT	Dan Alipaz signed the envelope (86.152.236.12)

Mon, 16th Feb 2026 21:14:54 GMT

This envelope has been signed by all parties (86.152.236.12)

Mon, 16th Feb 2026 21:14:54 GMT

Signed document confirmation emailed to
stephen.bradshaw@spbridge.co.uk (86.152.236.12)

Mon, 16th Feb 2026 21:14:54 GMT

Signed document confirmation emailed to dan.alipaz@spbridge.co.uk
(86.152.236.12)

Mon, 16th Feb 2026 21:14:54 GMT

Signed document confirmation emails have been sent to all parties.

Document URL:

<https://api.signable.app/shareable/envelope?t=3910ec2f-8473-4dcf-88e8-7f98ce5da0dc> (86.152.236.12)