

Mobile Phone and Smart Device Policy

The Federation of Abbey Infant and Junior School



Approved by:	Governors	Date: TBC
---------------------	-----------	------------------

Last reviewed on:	January 2026
--------------------------	--------------

Next review due by:	January 2027
----------------------------	--------------

1. Introduction and Rationale

1.1 Purpose

This policy provides clear guidance on the use of personal mobile telephones and smart devices (including devices with the ability to send/receive notifications or messages via mobile phone networks, or to record audio/video) for staff, visitors and pupils at Abbey Infant School and Abbey Junior School (the Federation).

1.2 Key Principles

The Federation recognises that mobile phones are commonplace in modern life and understands parents' concerns about their children's safety during travel to and from school. However, we are committed to creating and maintaining a calm, safe and ordered learning environment in which all pupils can thrive.

In line with Department for Education Guidance on Mobile Phones in Schools (2024), the Federation adopts the position that all schools should be mobile phone-free environments by default; anything other than this should be by exception only.

This policy supports and is informed by:

- Mobile Phones in Schools: Guidance for Schools (DfE, 2024)
- Behaviour in Schools: Advice for Headteachers and Staff (DfE, 2022, updated 2024)
- Keeping Children Safe in Education (KCSIE) (DfE, 2025)
- Equality Act 2010 and duties to make reasonable adjustments
- Children and Families Act 2014 (medical conditions in schools)
- Federation Safeguarding/Child Protection Policy
- Federation Behaviour Policy
- Federation Anti-Bullying Policy
- Federation Online Safety Policy

1.3 Linked Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Anti-Bullying Policy
- Online Safety Policy
- Data Protection and GDPR Policy
- Health and Safety Policy
- Acceptable Use Policy (AUP)
- Bring Your Own Device (BYOD) Policy

2. Why a Mobile Phone-Free School Environment?

2.1 Rationale

The Federation recognises the potential for mobile telephones and smart devices to be misused and the safeguarding risks they present to children and staff. Research and DfE guidance confirm that unrestricted access to mobile phones in school:

- Disrupts learning: Phones distract pupils from their work, reduce focus and concentration, and diminish classroom engagement (DfE, 2024).
- Increases bullying: Cyber-bullying via text, image and social media messaging is a recognised harm. Taking, editing and sharing photographs or videos of pupils without consent is a serious safeguarding concern.
- Creates safeguarding risks:
 - Access to inappropriate websites and content
 - Unauthorised recording of staff and pupils
 - 'Sexting' and inappropriate image sharing
 - Contact with unknown individuals online
 - Social engineering and manipulation
 - Anxiety and mental health impacts from social comparison and peer pressure
- Compromises incident management: When pupils contact parents immediately after an incident, staff are less able to gather accurate information and respond proportionately and consistently.
- Undermines staff authority and school culture: Inconsistent messaging about phone use weakens behaviour expectations and school order.

A mobile phone-free environment supports pupils' emotional wellbeing, relationships, focus and safety.

2.2 Recognition of Travel Concerns

The Federation acknowledges that some parents may have concerns about their child's safety during independent journeys to and from school. This policy is designed to balance safeguarding during travel with a calm, focused learning environment during the school day.

Exception provisions (detailed in Section 4 below) allow limited access for specific pupils, where assessed as necessary and proportionate.

3. Staff and Visitor Policy

3.1 Staff Use of Personal Mobile Phones

All staff should keep personal mobile phones out of sight and not use them in front of pupils during the school day. This models expectations to pupils and reinforces the school's behaviour culture.

Staff use of personal mobile phones and electronic devices should:

- Be switched off and stored securely outside of contracted working hours
- If absolutely necessary during breaks, be used discreetly and away from pupils in designated staff areas only
- Never be used in front of pupils for personal purposes during the teaching day, breaktimes, lunchtimes, duties, transitions or any time pupils are present

Staff allowed to carry mobile phones on site (necessary exceptions):

The following staff may carry a mobile phone around school due to operational, health, safety or emergency contact requirements. Even so, these staff should not use phones in front of pupils:

- Site Manager (emergency contact and site management)
- IT Network Manager (technical support and network issues)
- Executive Head Teacher and Executive Deputy Head Teacher (emergency contact and operational leadership)

These staff should ensure phones are used appropriately, discreetly and only for work-related purposes.

3.2 Responsible Use of School Phones and Devices

Staff may use school-issued phones and devices (laptops, tablets) where necessary for:

- Issuing homework electronically via school systems
- Issuing rewards and sanctions via school systems
- Completing secure multi-factor authentication
- Communicating with parents via official school channels
- Safeguarding and pastoral purposes

3.3 Photographs and Recordings

- Staff must never use their personal mobile phone or device to photograph or record pupils, unless expressly authorised by the Headteacher for a specific school purpose (e.g., school photographer).
- Where recording of pupils is necessary for safeguarding, behaviour or educational purposes, school-issued devices should be used and recorded in accordance with Data Protection and GDPR policies.
- Staff should consider carefully whether it is appropriate to allow themselves to be photographed or recorded during the school day.

3.4 Communication with Pupils and Parents

- Staff must never contact pupils or parents from personal mobile phones or share personal phone numbers with pupils or families.
- If contact with a pupil or parent is necessary, school telephones and official school channels must be used.

3.5 Inappropriate Communications

Staff and visitors must never send to, receive from, or participate in text messages, emails, images, videos or recordings that could be viewed as inappropriate, disrespectful or harmful.

3.6 Social Media

- Staff are strongly discouraged from 'friending' or following pupils or parents on personal social media accounts.
- Staff must not comment on, 'like' or share materials on social media that may bring pupils, staff, the school, families or community into disrepute or ill-light.
- All communications with pupils and families should take place through official school channels.

3.7 School Trips and Residential Visits

- Staff mobile phones must be carried on all school trips and residential visits for safeguarding, emergency contact and communication purposes.
- Pupils must remain subject to the school's mobile phone policy, with phones prohibited or restricted as set out in Section 4 below.
- The school may determine specific arrangements for trips outside the normal school day to ensure the educational experience is not disrupted and pupils remain safe.

3.8 Controlled Contractors and Site Visitors

- Controlled contractors (those requiring ongoing access to site for maintenance, repairs, compliance checks, etc.) who need mobile phone or app-based access for work purposes may carry and use phones on site under school supervision and in designated areas only.
- All other visitors (parents at pick-up/drop-off, parent volunteers, supply staff) must follow the staff policy above. [NOT SURE]

3.9 Enforcement

Failure to comply with this policy may result in:

- Formal supervision or disciplinary procedures
- Investigation under the school's Code of Conduct
- Referral to safeguarding processes if child protection concerns emerge
- Escalation in accordance with the Whistleblowing Policy and relevant disciplinary procedures

4. Pupil Policy: Mobile Phone-Free School Environment

4.1 Core Expectation

Abbey Infant and Abbey Junior Schools are mobile phone-free environments.

From the moment pupils step over the school boundary line in the morning until they leave the site at the end of the school day, no pupil should have access to, use, or be in possession of a mobile phone or smart device with similar functionality (including devices that can send/receive messages, notifications or record audio/video).

This applies to:

- All lessons and classroom time
- Time between lessons and transitions
- Breaktimes and lunchtimes
- Registration and assembly
- School visits and educational trips
- After-school clubs, events and activities

4.2 Year Group Provisions

Nursery to Year 5: Phones prohibited

- Pupils in Nursery, Reception, Year 1, Year 2, Year 3, Year 4 and Year 5 must not bring a mobile phone to school under any circumstances.
- No pupil in these year groups is permitted to walk home unaccompanied; all must be collected by a known adult or attend agreed after-school provision (including Playden).
- Parents/carers should use the school office to contact their child if urgent contact is needed during the school day.

Year 6: Conditional provision for independent walkers

- Only Year 6 pupils who are walking home independently and unaccompanied may bring a mobile phone to school.
- This is solely for the purpose of contacting home or emergency services during the journey to and from school.
- Year 6 pupils who are collected by an adult or who attend Playden after-school club do not need to bring a phone to school and should leave phones at home.
- Year 6 pupils may be permitted to consider mobile phones as part of developing independence and responsibility, but only in the context of safe travel and within the boundaries set out in this policy.

4.3 How Phones Will Be Managed

Permission and Parental Consent (Y6 only)

For Year 6 pupils who meet the criteria (independent walkers), parents/carers must:

- Complete and sign a Mobile Phone Parental Consent Form (attached to this policy and available from the school office)
- Acknowledge that they have read and understood this policy
- Confirm they support their child bringing a phone for the specific purpose of safe travel

Handover and Storage

- Pupils must turn off their mobile phone before crossing the school boundary in the morning.
- Pupils must hand their phone in at the start of the school day to their classroom staff member or designated collection point.
- All phones will be stored in a clearly labelled, locked box kept in each Year 6 classroom or designated secure location.
- Phones will remain locked and inaccessible throughout the entire school day.
- Phones will be returned to pupils at the end of the school day as they leave the school site, and must not be turned on until pupils are off site.

School responsibility

- The school takes reasonable precautions to store phones securely.
- The school accepts no responsibility for mobile phones that are lost, stolen, damaged or destroyed while in school, whether during storage or in transit. Parents accept this risk by allowing their child to bring a phone.

4.4 Mis-use and Confiscation

Where a pupil breaches the policy, the following steps will apply:

First Instance

- The phone will be confiscated and handed to a member of the school office team.
- The confiscation will be recorded (pupil name, date, time, circumstance).
- Parents/carers will be contacted to inform them of the breach.
- The phone will be stored securely in the school office.
- If the pupil requires the phone for their journey home and a parent cannot collect it before the end of the day, a verbal arrangement may be made and the phone returned at the end of school only.
- The school will discuss expectations with the pupil and family.

Second and Subsequent Instances

- If a breach occurs more than once (documented), the school will confiscate the phone and escalate the matter.
- Parents/carers will be invited to meet with a senior member of staff.

- The school will determine whether the pupil continues to be permitted to bring a phone to school.
- In cases of repeated or serious misuse, the school reserves the right to withdraw permission permanently.
- Further behaviour sanctions may be applied in accordance with the school's Behaviour Policy.

Serious Mis-use

Where misuse is deemed serious (e.g., taking inappropriate recordings, sharing without consent, cyber-bullying, accessing harmful content), the school will:

- Confiscate the phone immediately
- Inform parents/carers immediately
- Investigate in accordance with the Behaviour Policy
- Consider whether safeguarding concerns require referral to the Designated Safeguarding Lead and/or external agencies
- Determine appropriate sanctions (withdrawal of phone privilege, internal/external exclusion if behaviour is severe)

4.5 Recording Others Without Consent

Any pupil found to be taking photographs, video or audio recordings of other pupils, staff or visitors without consent is committing a serious breach of this policy and safeguarding.

This includes:

- Recording classmates, teachers or staff
- Recording incidents to share on social media or via messaging
- Creating recordings to embarrass, humiliate or harass others
- Engineering situations in which people's reactions are recorded without consent

Consequences:

- The device will be confiscated immediately.
- Parents/carers will be notified immediately.
- Recordings will not be returned to the pupil until they have been reviewed and deleted by a senior member of staff in the presence of a parent/carer (if safe to do so).
- The matter will be investigated as a safeguarding incident in accordance with the Child Protection Policy.
- Behaviour sanctions will be applied.
- In serious cases, the school may involve external agencies (police, children's social care).
- The pupil may be permanently withdrawn from the permission to bring a phone to school.

4.6 Safeguarding Concerns Arising from Mobile Phone Use

If a pupil's phone use raises concerns about the pupil's welfare (e.g., evidence of online grooming, self-harm, abuse, exploitation, neglect or bullying), the school will:

- Confiscate the phone and preserve evidence if necessary
- Immediately inform the Designated Safeguarding Lead
- Follow safeguarding procedures as set out in the Child Protection Policy
- Make referrals to children's social care, police or other agencies as appropriate

5. Exceptions and Reasonable Adjustments

5.1 Legal Duties

Whilst the Federation is expected to prohibit mobile phone use during the school day, it must also comply with its legal duties under:

- Equality Act 2010 (duty to make reasonable adjustments for disabled pupils)
- Children and Families Act 2014 (supporting pupils with medical conditions in school)

The Federation recognises that there may be exceptional circumstances in which a pupil requires access to a mobile phone to manage a disability, medical condition, or to safeguard their welfare.

5.2 Medical Exceptions

A pupil may require a phone to manage a medical condition where:

- The phone is linked to a medical device or app (e.g., continuous glucose monitor, insulin pump, asthma tracker)
- Evidence from parents/carers and/or medical professionals confirms the phone is necessary for health and safety
- The phone is used only for the specific medical purpose and at agreed times and locations

Examples include:

- Pupils with Type 1 diabetes who use continuous glucose monitoring (CGM) systems linked to a phone app
- Pupils with severe allergies or medical conditions requiring real-time monitoring
- Pupils with medications managed via app-based reminder systems

Arrangements:

- Parents/carers should provide written confirmation from a healthcare professional of the medical need

- The school will develop an individual plan with parents specifying:
- When and where the phone may be used
- Which apps or functions are permitted
- Supervision and safety measures

- How the phone will be stored outside these times
- Regular review dates
- The pupil will be supported and supervised to use the phone only for the agreed medical purpose
- These arrangements will be documented and reviewed termly
- The pupil remains subject to all other aspects of the mobile phone policy

5.3 Equality Act 2010 Adjustments

A pupil may require access to a phone for safeguarding or disability reasons where:

- Evidence shows the pupil faces substantial disadvantage without this adjustment
- Other reasonable adjustments have been considered but are insufficient
- The adjustment does not undermine the overall phone-free policy

Examples may include:

- A pupil with severe anxiety or mental health needs who requires emergency contact with a parent
- A young carer with safeguarding responsibilities who needs to maintain contact with siblings or vulnerable family members
- A pupil with complex SEND who has an individual crisis management plan involving parent contact
- A pupil in a child protection plan who needs secure contact with a safeguarding worker or support service

Process:

- Parents/carers should inform the school office and speak with the Headteacher or SENDCO
- The school will consider the individual circumstances and any additional needs
- If a reasonable adjustment is assessed as appropriate, an individual plan will be developed
- The plan will specify:
 - The specific purpose for which the phone is needed
 - When and where it may be used
 - How it will be stored and secured otherwise
 - Supervision and safety measures
 - How emergency contact protocols will work
 - Review dates and exit criteria
- The pupil will be supported to use the phone only for the agreed, documented purpose
- The plan will be reviewed at least termly and whenever circumstances change
- The arrangement is not blanket exemption and does not make the pupil immune to behaviour sanctions for misuse

5.4 Making a Request for an Exception

Parents/carers who believe their child requires an exception to the mobile phone policy should:

1. Contact the school office and request a meeting with the Headteacher, Deputy Headteacher or SENDCO
2. Provide:
 - Written explanation of the need
 - Medical evidence (if medical exception)
 - Safeguarding context and evidence (if safeguarding-related)
 - Information about any other support already in place
3. Attend a meeting with school staff to discuss
4. If approved, participate in developing an individual plan
5. Receive written confirmation of the agreed arrangement
6. Attend review meetings as scheduled

The school will endeavour to respond to requests within 10 school days, though complex cases may require longer.

6. Communication with Parents and Pupils

6.1 Publishing the Policy

- This policy will be published on the school website, accessible to all parents
- Copies will be available from the school office
- The policy will be shared with all families at the start of each academic year
- Key messages will be reinforced at induction, parent workshops and regular intervals

6.2 Pupil Education

All pupils will be taught about:

- Why Abbey is a mobile phone-free environment
- The benefits of a phone-free learning space (better concentration, stronger relationships, reduced anxiety from social comparison)
- The risks associated with mobile phone use (cyber-bullying, inappropriate contact, privacy and reputation risks, distraction, anxiety)
- Safe use of technology and the internet more broadly
- Digital citizenship and respectful online behaviour
- How to report online concerns and seek support

This will be integrated into:

- PSHE/RSHE lessons
- Online Safety curriculum
- Form time and class discussions
- Year group assemblies
- Transition activities (to secondary school for Y6)

6.3 Parental Communications

Parents will be regularly communicated with regarding this policy:

- Annual policy letter at the start of the year
- Parent workshops on online safety
- School newsletter
- Parent information evenings
- Class communications (email, class pages)
- Website

7. Searching and Confiscation

7.1 Legal Right to Search

The Headteacher and authorised staff have a statutory power to search a pupil or their possessions where there are reasonable grounds to suspect that a pupil has a prohibited item.

The Federation identifies mobile phones and smart devices as items that may be searched for, as set out in this policy.

7.2 Search Procedures

- Searches will be conducted in accordance with Searching, Screening and Confiscation in Schools: Guidance (DfE, 2018)
- Searches will be carried out by a senior member of staff or the Headteacher
- A second adult should, where possible, be present during a search
- Searches should be proportionate and respectful
- Parents/carers will be informed of a search, except in exceptional safeguarding circumstances where immediate notification would compromise investigation

7.3 Confiscation

- The Headteacher and authorised staff have the power to confiscate a mobile phone or device

- Confiscation will be used as a proportionate disciplinary sanction
- When a phone is confiscated:
 - The item will be recorded (pupil name, date, time, reason)
 - It will be stored securely in the school office
 - Parents/carers will be informed immediately
- The length of confiscation will be determined by the Headteacher and will be proportionate to the breach
- The school does not accept responsibility for lost, stolen or damaged items during confiscation or storage
- Staff are protected from liability by law when confiscating items lawfully

8. Behaviour Sanctions and Escalation

8.1 Sanctions for Breaching Policy

The range of sanctions available includes:

- Verbal warning and discussion about expectations
- Confiscation of phone for remainder of the day or longer period (determined by Headteacher)
- Parent to collect phone from senior staff
- Loss of privilege (e.g., withdrawal of permission to bring phone to school)
- Detention or other behaviour sanction as per Behaviour Policy
- Internal exclusion
- Fixed-term or permanent exclusion (in cases of serious or repeated breaches, particularly involving recording without consent, cyber-bullying or other serious safeguarding concerns)

8.2 Proportionality and Individual Circumstances

When determining sanctions, staff will consider:

- Age of the pupil
- SEND needs and any communication or understanding difficulties
- Whether the pupil was aware of the expectation
- The seriousness of the breach
- Safeguarding factors and child protection concerns
- Whether the breach has involved another pupil and any harm caused
- Any previous breaches and patterns of behaviour
- Mitigating factors and pupil's perspective
- Any reasonable adjustments that should have been made

As set out in DfE Behaviour Guidance, sanctions should be proportionate and fair, and should be applied consistently.

8.3 Recording and Documentation

All confiscations and breaches will be:

- Recorded in the school's behaviour system
- Logged with date, time, pupil name and circumstance
- Reported to parents/carers
- Monitored to identify patterns and support early intervention

9. Online Safety and Digital Wellbeing

9.1 Broader Context

This mobile phone policy is part of the Federation's wider commitment to online safety and digital wellbeing. The policy works alongside:

- Online Safety Policy
- Anti-Bullying Policy
- Acceptable Use Policy (AUP)
- PSHE/RSHE curriculum
- Relationships and Sex Education (RSE) as per statutory guidance

9.2 Support for Pupils

Pupils who experience cyber-bullying, inappropriate contact online, or other online harms should:

- Tell a trusted adult (parent, teacher, school counsellor)
- Report to school office or Designated Safeguarding Lead
- Use the school's reporting systems (e.g., online reporting form if available)
- Contact external support services (e.g., Childline, NSPCC)

The school will take all reports of online harm seriously and will investigate and support pupils in accordance with the Anti-Bullying and Safeguarding Policies.

9.3 Parental Support

Parents are encouraged to:

- Monitor and discuss their child's online activity
- Set age-appropriate boundaries at home
- Help children understand privacy settings and risks
- Know which websites and apps their children are using and understand age restrictions
- Talk to children about relationships and respectful online behaviour
- Access parental support resources (e.g., Internet Watch Foundation, NSPCC, Think U Know)

10. Monitoring, Review and Evaluation

10.1 Monitoring Implementation

The school will:

- Monitor compliance with the policy through staff observations and classroom routines
- Record confiscations and breaches
- Gather feedback from pupils, staff and parents
- Review incident patterns and ensure consistent enforcement

10.2 Effectiveness Review

The policy will be reviewed annually, considering:

- Confiscation and breach data
- Pupil feedback and surveys
- Staff feedback and observations
- Parental feedback and concerns
- Any changes to national guidance or legislation
- Safeguarding incident reports related to phones or online harm
- Effectiveness of the policy in supporting a calm, focused learning environment

10.3 Policy Review Cycle

- Review date: January 2027
- Governing body approval: [Date to be completed]
- Implementation date: [Date to be completed]
- Next review: January 2027

11. Approval and Adoption

This policy has been developed in accordance with:

- Department for Education Guidance on Mobile Phones in Schools
- Behaviour in Schools Guidance
- Keeping Children Safe in Education (KCSIE 2025)
- Equality Act 2010
- Children and Families Act 2014
- School Standards and Framework Act 1998

The policy was approved by the Governing Body on [Date].

This policy will be reviewed annually or sooner if:

- New national guidance is published
- Significant safeguarding incidents occur related to mobile phones
- Feedback indicates the policy needs adjustment
- Technology changes create new risks

APPENDIX A: Mobile Phone Parental Consent Form (Year 6 Independent Walkers Only)

THE FEDERATION OF ABBEY INFANT AND ABBEY JUNIOR SCHOOLS

Mobile Phone Parental Consent Form - Year 6

RE: Permission to Bring a Mobile Phone to School

Dear Parent/Carer,

Our school is a mobile phone-free environment to support pupils' learning, wellbeing and safety. However, we recognise that some Year 6 pupils may walk home independently and may wish to carry a phone for emergency contact and safety during their journey.

This form is ONLY for Year 6 pupils who:

- Walk home on their own without a supervising adult
- Are NOT being picked up by a parent or carer
- Are NOT attending Playden or other after-school provision
- Wish to have a phone for emergencies during their journey to and from school only

If your child is picked up by an adult OR uses after-school care, your child does not need to bring a phone and should leave it at home.

By signing below, you confirm that you have read and understood our Mobile Phone and Smart Device Policy and that you:

1. Give permission for your child to bring a mobile phone to school solely for the purpose of contacting home or emergency services during the journey to and from school
2. Confirm your child walks home independently without adult supervision
3. Understand that:
 - Your child's phone will be switched off as they enter the school boundary
 - Your child must hand their phone in at the start of the school day
 - The phone will be stored securely in a locked box and will not be accessible during the school day
 - The phone will be returned at the end of the school day
 - Any use of the phone during the school day is a serious breach of policy
 - Taking photos, videos or recordings of any person without consent is a serious safeguarding issue and will result in investigation and potentially permanent withdrawal of phone permission
 - The school accepts no responsibility for phones that are lost, stolen or damaged while in school
4. Understand the consequences of breaching this policy:
 - First breach: Confiscation and parental discussion
 - Repeated breaches: Meeting with senior staff to discuss whether phone permission will continue
 - Serious breaches (e.g., recording others, cyber-bullying): Immediate investigation, possible permanent withdrawal of permission and further behaviour sanctions

5. Will reinforce the policy with your child and discuss:

- Why Abbey is a phone-free environment
- That the phone is for emergency contact only and should not be used at school
- The risks of misuse (cyber-bullying, inappropriate contact, distraction, anxiety)
- The importance of safe, respectful use of technology

6. Will contact the school office if you need to reach your child during the school day (rather than contacting the phone)

7. Will inform the school immediately if:

- Your child's circumstances change (e.g., they will now be picked up or attending after-school care)
- Your child loses their phone or the number changes
- You wish to withdraw permission for any reason

CONSENT GIVEN ON PARENT PAY.

APPENDIX B: Staff Quick-Reference Checklist

Mobile Phone Policy Quick Reference - Staff

- Pupils' phones: Collect at start of day; store locked; return at end of day; allow pupils to keep phones in bags; let pupils access phones during day
- Your phone: Switch off and store securely; use work phone for emergencies; Use personal phone in front of pupils; contact pupils/parents from personal phone
- Break times: Keep phone switched off or in secure place; use phone in sight of pupils
- Trips: Carry school phone for emergencies and safeguarding contact; allow pupils unrestricted phone access
- Recording: Use school device for authorised school purposes only; parents sign consent; use personal phone to photograph/record pupils
- Breaches: Confiscate calmly; inform office; contact parents; follow procedure; ignore breach; allow second chances without escalation
- Serious misuse: contact DSL immediately; follow safeguarding procedures; assume it's a one-off; deal with in isolation
- Medical exceptions: follow individual plan agreed with parent and SENDCO; document use; assume pupil can access phone whenever needed

APPENDIX C: Changes from Previous Policy (July 2016)

DfE Behaviour Guidance 2024 Ensures consistency with behaviour expectations and sanctions

APPENDIX D: Glossary and Definitions

Smart Device / Smart Technology: Any device that can send or receive notifications or messages via mobile phone networks, or can record audio and/or video. Examples include smartphones, smartwatches with messaging capability, tablets with SIM cards.

Mobile Phone: Any device primarily designed for voice calling and messaging.

Confiscation: Removal and secure storage of a prohibited item as a disciplinary sanction.

Reasonable Adjustment: A change to a school policy or practice required to avoid substantial disadvantage to a disabled pupil (Equality Act 2010).

Designated Safeguarding Lead (DSL): The senior member of staff responsible for overseeing safeguarding in the school and handling referrals.

Child Protection Plan: A formal plan put in place by children's social care to protect a child who is suffering or at risk of suffering significant harm.

Cyber-bullying: Bullying that takes place online or via digital devices, including text messages, social media, emails, etc.

KCSIE: Keeping Children Safe in Education , statutory guidance from the DfE for schools on safeguarding.

DfE: Department for Education (UK government).