



BREDON

SCHOOL

Mobile Phone and Smart Devices

Prepared by: Cavendish Education &
Deputy Head (Pastoral & Safeguarding)

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Contents

1. INTRODUCTION	2
2. AIMS	3
3. RELEVANT GUIDANCE	3
4. ROLES AND RESPONSIBILITIES	3
5. USE OF MOBILE PHONES BY STAFF	4
Personal mobile phones.....	4
Data protection.....	4
Safeguarding.....	4
Using personal mobiles for work purposes.....	5
Work phones	5
consequences.....	6
6. USE OF MOBILE PHONES AND SMART DEVICES BY PUPILS	6
Pupils in Years 3–11	6
Sixth Form Pupils	6
Smartwatches and Other Smart Devices.....	7
Medical, Safeguarding and Other Agreed Exceptions	7
Consequence	8
7. USE OF MOBILE PHONES AND SMART DEVICES BY PARENTS/CARERS, VOLUNTEERS AND VISITORS.	8
8. LOSS, THEFT OR DAMAGE.....	9
9. LINKS TO OTHER POLICIES.....	10
10. CONTACT INFORMATION	10
11. APPROVAL & POLICY REVIEW	10
12. REVISION HISTORY.....	10
APPENDIX 1 PUPIL MOBILE PHONE AND SMART DEVICE ACCEPTABLE USE AGREEMENT.....	11
APPENDIX 2: AGREED EXCEPTION FOR A PUPIL TO RETAIN OR USE A MOBILE PHONE OR SMART DEVICE.....	12
APPENDIX 3: TEMPLATE MOBILE PHONE INFORMATION SLIP FOR VISITORS	13

1. INTRODUCTION

Bredon School is owned and operated by Cavendish Education.

This policy is one of a series of school policies that, taken together, are designed to form a comprehensive statement of the school's aspiration to provide an outstanding education for each of its students and of the mechanisms and procedures in place to achieve this. Accordingly, this policy should be read alongside these policies. In particular, it should be read in conjunction with the policies covering equality and diversity, Health and Safety, safeguarding and child protection.

All of these policies have been written, not simply to meet statutory and other requirements, but to enable and evidence the work that the whole school is undertaking to ensure the implementation of its core values.

While this current policy document may be referred to elsewhere in Bredon School documentation, including particulars of employment, it is non-contractual.

In the school's policies, unless the specific context requires otherwise, the word "parent" is used in terms of Section 576 of the [Education Act 1996](#), which states that a 'parent', in relation to a child or young person, includes any person who is not a biological parent but who has parental responsibility, or who has care of the child. Department for Education guidance [Understanding and dealing with issues relating to parental responsibility updated August 2023](#), considers a 'parent' to include:

- all biological parents, whether they are married or not
- any person who, although not a biological parent, has parental responsibility for a child or young person – this could be an adoptive parent, a step-parent, guardian or other relative
- any person who, although not a biological parent and does not have parental responsibility, has care of a child or young person

A person typically has care of a child or young person if they are the person with whom the child lives, either full or part-time, and who looks after the child, irrespective of what their biological or legal relationship is with the child.

The school contracts the services of third-party organisations to ensure regulatory compliance and implement best practices for:

- HR and Employment Law
- Health & Safety Guidance
- DBS Check processing
- Mandatory Safeguarding, Health & Safety, and other relevant training
- Data protection and GDPR guidance
- Specialist insurance cover

Where this policy refers to 'employees', the term refers to any individual who is classified as an employee or a worker, working with and on behalf of the school (including volunteers and contractors).

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, pupils and visitors to share this commitment.

All outcomes generated by this document must take account of and seek to contribute to safeguarding and promoting the welfare of children and young people at Bredon School.

The policy documents of Bredon School are revised and published periodically in good faith. They are inevitably subject to revision. On occasions, a significant revision, although promulgated in school separately, may have to take effect between the republication of a set of policy documents. Care should therefore be taken to ensure, by consultation with the Senior Leadership Team (SLT), that the details of any policy document are still effectively current at a particular moment.

2. AIMS

At Bredon School, this policy aims to:

- Ensure the School is a mobile phone and smart device-free environment throughout the school day by default.
- Ensure the safe, responsible and lawful use of mobile phones and smart devices where their use is permitted
- Provide clear expectations for pupils, staff, parents/carers, visitors and volunteers regarding mobile phones and smart devices
- Protect pupils from safeguarding and online safety risks associated with inappropriate or unrestricted use of mobile phones and smart devices
- Support pupils' wellbeing, engagement and readiness to learn by reducing distraction and disruption associated with mobile phones and smart devices
- Ensure that personal devices used for learning do not undermine the School's filtering and monitoring arrangements or other safeguarding systems

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
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

Throughout this policy, the term 'mobile phones and smart devices' includes mobile phones and other personal communications or smart technology with similar functionality, including smart watches and wearable devices capable of sending or receiving messages, making or receiving calls, accessing the internet, or recording audio, images or video.

3. RELEVANT GUIDANCE

This policy meets the requirements of 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 to be considered alongside this policy includes [Keeping Children Safe in Education](#).

In accordance with the DfE's statutory guidance, Bredon School operates as a mobile phone and smart device-free environment throughout the school day by default.

4. ROLES AND RESPONSIBILITIES

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness or become aware of a breach of this policy.

The Deputy Head (Pastoral and Safeguarding) is responsible for overseeing and monitoring the implementation of this policy, working with the Headmaster and wider SLT as appropriate. The policy will be reviewed annually, or sooner where there are changes to statutory guidance, safeguarding requirements or School practice.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones and smart devices during the school day

5. USE OF MOBILE PHONES BY STAFF

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. All schools should be mobile phone free environments by default: anything other than this should be by exception only.

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the School) must not use personal mobile phones or smart devices for personal purposes while pupils are present. Personal use must be restricted to non-contact time and to areas where pupils are not present, such as designated staff 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. For instance (this list is non-exhaustive):

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

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 01684 293156 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

Further requirements relating to the processing of personal and confidential information are set out in the School's Data Protection Policy, Acceptable Use Policy and Staff Code of Conduct.

Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by 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/carers or pupils.

Further requirements relating to the use of personal devices, processing of personal and confidential information, information security and school-related communications are set out in the School's IT Acceptable Use Policy (Staff), Data Protection Policy and Staff Code of Conduct.

All digital communication with pupils must take place through School-approved systems and in accordance with the School's IT Acceptable Use Policy (Staff). Staff must maintain appropriate professional boundaries in all digital communication and must not use personal devices or personal accounts to communicate with pupils unless explicitly authorised by the School.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. 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 or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or consequences
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Accessing work email (with 2FA enabled)

Any use of a personal mobile phone or smart device for work purposes must be necessary, appropriate and professional and must comply with the School's IT Acceptable Use Policy (Staff), Staff Code of Conduct and safeguarding procedures. Personal devices may be used where necessary in an emergency or exceptional situation, for example to contact the School or emergency services during an off-site visit.

Staff must not use personal devices to take photographs or recordings of pupils and must not use personal contact details to communicate with pupils or parents/carers, or disclose their personal contact details to them, unless explicitly authorised by the Headteacher or a member of the SLT.

Work phones

Some members of staff may be provided with a mobile phone or other device by the School for work purposes. Only authorised staff may use School provided mobile phones or devices. Staff must ensure that these devices are kept secure and must not provide access to them to any unauthorised person.

Staff must:

- Use School provided phones and devices only for authorised work purposes.
- Ensure all communications and use of the device are appropriate and professional and comply with the Staff Code of Conduct, Acceptable Use Policy (Staff), Data Protection Policy and safeguarding procedures.
- Keep the device secure and report any loss, theft, damage or suspected data breach promptly in accordance with School procedures.
- Not allow pupils to use or access a School provided staff device unless specifically authorised and appropriately supervised.

consequences

Staff who fail to adhere to this policy may face disciplinary action. Where a breach gives rise to a safeguarding, data protection or information security concern, this will also be managed in accordance with the relevant School procedures.

See the School's Staff Conduct of Conduct for further information.

6. USE OF MOBILE PHONES AND SMART DEVICES BY PUPILS

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.

Bredon School operates as a mobile phone and smart device free environment by default throughout the school day by default. This includes mobile phones, and SIM, eSIM or mobile data enabled smart devices, such as smart watches and Ipad's, and other wearable technology capable of independent communication and/or internet access, such as smart glasses.

Pupils will be taught about the risks associated with the use of mobile phones and smart devices, both in School and more broadly, so that they understand the reasons for the School's approach. These risks can include loss of focus in lessons, disruption to learning, bullying, inappropriate communication, harmful content and other safeguarding and online safety risks.

Pupils in Years 3–11

In accordance with the DfE's statutory guidance, Bredon School prohibits the use of mobile phones throughout the school day, including during lessons, between lessons, at breaktimes and at lunchtimes. The same expectations apply to smart devices covered by this policy.

Pupils in Years 3–11 must not use or retain mobile phones or SIM, eSIM or mobile data enabled smart devices on their person during the school day, unless an agreed exception applies.

Where a day pupil needs to bring a mobile phone or SIM, eSIM or mobile data enabled smart device to School, including for safety when travelling to and from School or using School transport, the device must be switched off and handed to the pupil's form tutor immediately on arrival. Devices will be stored securely during the school day and returned to the pupil at the end of the school day.

Boarding pupils in Years 3–11 must leave their mobile phones and all SIM, eSIM or mobile data enabled smart devices securely in their boarding house during the school day. Where a boarding pupil arrives at School with such a device, it must be switched off and handed to their Form Tutor immediately on arrival for secure storage during the school day.

Sixth Form Pupils

The DfE's statutory guidance recognises that schools may make different arrangements for Sixth Form pupils to reflect their increased independence and responsibility, provided that this does not compromise the School's mobile phone-free environment for younger pupils.

Sixth Form pupils may retain their mobile phones and smart devices during the school day. However, devices must remain out of sight and must not be used during lessons unless specifically authorised by a member of staff for an appropriate purpose.

Sixth Form pupils must not use mobile phones or smart devices while walking around the School site or in communal areas routinely used by pupils in Years 3–11, except where specifically permitted by the School. Sixth Form pupils may use their devices in the Dining Hall during breaktime only, devices must not be used in the Dining Hall at any other time. Devices may also be used in designated Sixth Form areas and at times permitted by the School.

Sixth Form pupils must ensure that their use of mobile phones and smart devices does not compromise the School's mobile phone-free environment for pupils in Years 3–11.

Sixth Form pupils remain subject to the safeguarding, behaviour and acceptable use requirements set out in this policy. Misuse may result in consequences in accordance with the School's Behaviour Policy and, where appropriate, withdrawal of the privilege of retaining a mobile phone or smart device during the school day.

Smartwatches and Other Smart Devices

The DfE's statutory mobile phone guidance makes clear that references to mobile phones may also include other communications and smart technology that the School has decided to include within its policy. This may include technology capable of sending or receiving notifications or messages, accessing the internet or recording audio, images or video.

At Bredon School, smartwatches and other wearable or personal smart devices that are SIM, eSIM or mobile data enabled, or are otherwise capable of independent communication or internet access, are treated in the same way as mobile phones under this policy.

Pupils in Years 3–11 must therefore hand in such devices on arrival or, in the case of boarding pupils, leave them in their boarding house during the school day.

Smartwatches and wearable devices, such as smart glasses, without SIM, eSIM or independent mobile-data capability may only be worn or used in accordance with School expectations. The School reserves the right to require any such device to be removed or handed in where its functionality or use presents a safeguarding, privacy, behaviour or learning concern.

Medical, Safeguarding and Other Agreed Exceptions

In accordance with the DfE's statutory guidance, the School will consider individual circumstances and reasonable adjustments where access to a mobile phone or smart device is necessary because of a pupil's disability, medical needs, safeguarding needs or other exceptional circumstances.

Where a pupil requires access to a mobile phone or smart device for an identified medical need, for example to monitor blood glucose levels using a continuous glucose monitoring system, an individual arrangement will be agreed with the School. The pupil may retain and use the device only as required to support their medical needs and in accordance with the agreed arrangements.

Other exceptions may be agreed where there is a documented safeguarding or other exceptional need. This may include, for example, circumstances where a young carer needs to remain contactable.

Any exception must be agreed by the Headmaster or Deputy Head (Pastoral and Safeguarding), clearly communicated to relevant staff and kept under review.

Consequence

The DfE's statutory guidance supports schools in confiscating mobile phones and similar devices where pupils breach the School's policy. Any consequence imposed must be reasonable and proportionate.

Where a pupil fails to hand in or appropriately store a mobile phone or smart device as required by this policy, or is found using or possessing a device contrary to the School's expectations, a member of staff may confiscate the device. The incident will be recorded on ClassCharts and the pupil's parent/carer or, where appropriate, boarding staff will be informed and asked to collect the device.

Repeated or serious breaches may result in further consequences in accordance with the School's Behaviour Management Policy. For Sixth Form pupils, this may include withdrawal of the privilege of retaining a mobile phone or smart device during the school day.

In each case, the consequence given must be reasonable and proportionate. The School will also consider whether:

- There are any relevant individual or special circumstances, including the pupil's age, religious requirements, special educational needs or disabilities (SEND), or medical needs
- The pupil's behaviour may indicate that they are suffering, or are at risk of, harm. Where this is suspected, staff will follow the appropriate safeguarding procedures and speak with the Designated Safeguarding Lead (DSL) or a Deputy DSL, who will consider whether pastoral support, early help or a referral to Children's Social Care or another relevant agency is appropriate.

The Headmaster and staff authorised by the Headmaster may search for and/or examine data or files on a mobile phone or other device where permitted by law and in accordance with the DfE's Searching, Screening and Confiscation guidance. Any search, examination, deletion or retention of data or a device will be undertaken in accordance with that guidance, the School's Behaviour Policy and safeguarding procedures.

Certain types of conduct involving mobile phones or smart devices may constitute a safeguarding concern and/or criminal conduct. The School takes such behaviour seriously. This may include, but is not limited to:

- Making or sharing nudes or semi-nudes, including images that are digitally altered or wholly generated using AI, such as deepfakes or deep nudes
- Upskirting
- Threats of violence or assault
- Abusive, threatening or discriminatory calls, messages, social media posts or other communications.

Where appropriate, the School will involve the police, Children's Social Care or other relevant agencies in accordance with its safeguarding procedures.

7. USE OF MOBILE PHONES AND SMART DEVICES BY PARENTS/CARERS, VOLUNTEERS AND VISITORS

Parents and carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone and smart device use and the benefits of a mobile phone-free environment. Parents/carers, visitors and volunteers (including governors and

contractors) must adhere to this policy as it relates to staff while on the School site during the school day.

This means:

- Not taking photographs or recordings of pupils, unless at a public School event where photography is permitted, or of their own child where appropriate
- Using any permitted photographs or recordings for personal use only and not posting images or recordings of other pupils on social media without appropriate consent
- Not using mobile phones or smart devices in lessons, when working with pupils or while pupils are present
- Keeping mobile phones and smart devices on silent and out of sight while in areas where pupils are present.

Parents/carers, visitors and volunteers will be informed of the School's expectations regarding mobile phone and smart device use when they sign in at Reception or attend a public School event.

Volunteers supervising School trips or residential visits must not:

- Use their personal device to make direct contact with pupils or parents/carers, unless specifically authorised by the School
- Take photographs or recordings of pupils, their work, or anything else that could identify a pupil, unless specifically authorised by the School
- Volunteers supervising trips are expected to support the School in enforcing this policy for pupils. Any breach must be referred to a member of staff. Volunteers do not have the authority to search pupils or confiscate devices.

Volunteers supervising trips are expected to support the School in enforcing this policy for pupils. Any breach must be referred to a member of staff. Volunteers do not have the authority to search pupils 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 attempt to contact their child directly by mobile phone, smartwatch, messaging service or other smart device during the school day.

8. LOSS, THEFT OR DAMAGE

Pupils who bring a mobile phone or smart device to School must take reasonable steps to keep the device secure and, where appropriate, ensure it is clearly identifiable. Devices should be protected by a password, PIN or other appropriate security measure.

Mobile phones and smart devices handed in by pupils in Years 3–11 will be stored securely during the school day in accordance with the arrangements set out in Section 6.

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

Any mobile phone or smart device confiscated under this policy will be stored securely until it is collected by the pupil's parent/carer or, where appropriate, boarding staff. Staff are protected from liability for any loss of, or damage to, an item confiscated as a consequence, provided they have acted lawfully.

Staff must take reasonable steps to secure their personal mobile phones and smart devices and any work phone or device provided to them by the School. Any loss, theft or suspected data breach involving a School device or School information must be reported promptly in accordance with the School's Data Protection and information security procedures.

Lost mobile phones or smart devices should be handed to Reception, who will take reasonable steps to identify and return the device to its owner.

9. LINKS TO OTHER POLICIES

This policy is linked to our:

- Safeguarding Policy and Child Protection Policy
- Staff Code of Conduct
- Behaviour Management Policy
- Data Protection Policy

10. CONTACT INFORMATION

For any questions or concerns regarding this policy, please contact Miss Charmain Eaton, Deputy Head (Pastoral and Safeguarding), DSL at eatonc@bredonschool.co.uk.

11. APPROVAL & POLICY REVIEW

This Policy has been reviewed and approved by:

Policy Approver(s)	Cavendish Education Board of Directors/Senior Leadership Team of the school
Storage Location	Website & Internal School Drive
Effective Date	September 2026
Next Review Date	August 2027

12. REVISION HISTORY

Version	Change	Author	Date of Change
1	First published	Cavendish Central Team	August 2026
2	Added School related information	Miss Charmain Eaton	August 2026

APPENDIX 1 PUPIL MOBILE PHONE AND SMART DEVICE ACCEPTABLE USE AGREEMENT

This agreement should be read alongside the School's Pupil ICT Acceptable Use Policy (AUP), which sets out the School's wider expectations for the safe, responsible and appropriate use of technology.

The following requirements apply specifically to mobile phones and smart devices brought to or used at School:

- Pupils in Years 3–11 must not use mobile phones or SIM, eSIM or mobile data enabled smart devices during the school day. Day pupils who bring such a device to School must switch it off and hand it to their Form Tutor on arrival, in accordance with the arrangements set out in this policy.
- Boarding pupils in Years 3–11 must leave mobile phones and SIM, eSIM or mobile data enabled smart devices securely in their boarding house during the school day.
- Sixth Form pupils may keep their mobile phones and smart devices with them during the school day but must comply with the restrictions set out in this policy. Devices must not be used during lessons unless specifically authorised by a member of staff, while walking around the School site, or in communal areas routinely used by pupils in Years 3–11, except where specifically permitted by the School. Sixth Form pupils may use their devices in the Dining Hall during breaktime only. Devices may also be used in designated Sixth Form areas and at times permitted by the School.
- Where a pupil has an agreed medical, safeguarding or other individual exception, they may retain or use a mobile phone or smart device only in accordance with the arrangements agreed by the School.
- Mobile phones and smart devices must not be used in toilets, changing rooms or any other area where their use could compromise the privacy, dignity or welfare of another person.
- Pupils must not use a mobile phone or smart device to take photographs, video or audio recordings of another pupil or member of staff without appropriate permission.
- Pupils must not use mobile phones or smart devices to bully, harass, intimidate, threaten or discriminate against another person. These expectations apply both in and outside School where the behaviour affects another pupil, member of staff or the wider School community.
- Pupils must not use a mobile phone or smart device to create, view, send, receive or share illegal or harmful content, including pornography, nudes or semi-nudes, or digitally altered or AI-generated sexual images, including deepfakes or deep nudes. Any such concern will be managed in accordance with the School's safeguarding procedures and relevant School policies. This also retains the AI/deepfake provision contained within the Group template.
- Pupils must not use mobile data, personal hotspots, tethering, VPNs, proxy services or any other method to bypass the School's filtering and monitoring systems. This is consistent with the existing Pupil ICT AUP.
- Pupils must not bring mobile phones, smartwatches or other unauthorised smart devices into an examination room or other formal examination environment. Pupils must comply with the School's examination procedures and instructions from examination staff and invigilators. Any breach will be dealt with in accordance with the applicable examination regulations.
- Pupils must comply with a reasonable request from a member of staff to switch off or hand over a mobile phone or smart device. Where a device is confiscated, it will be managed in accordance with this policy and the School's Behaviour Policy.
- Any breach of this agreement may result in the device being confiscated and the incident being recorded on ClassCharts. Where required under this policy, the pupil's parent/carer or, where appropriate, boarding staff will be asked to collect the device. Further consequences may be applied in accordance with the School's Behaviour Policy.

APPENDIX 2: AGREED EXCEPTION FOR A PUPIL TO RETAIN OR USE A MOBILE PHONE OR SMART DEVICE

In accordance with the School's Mobile Phone and Smart Devices Policy, individual arrangements may be agreed where a pupil requires access to a mobile phone or smart device during the school day for an identified medical, safeguarding or other exceptional need.

Pupil name	
Year group	
Day / Boarding pupil	☐ Day pupil ☐ Boarding pupil
Reason for agreed exception	☐ Medical need ☐ Safeguarding need ☐ Other exceptional circumstance
Details of the agreed need	
Device covered by this agreement	
Agreed arrangement	☐ Retain device on their person during the school day ☐ Use device when required for the agreed purpose ☐ Use device at specified times ☐ Use device in specified locations ☐ Other: _____
Specific restrictions / arrangements	
Start date	
Review date	
Pupil signature	
Parent/carer/Boarding Staff signature	
Authorised by	☐ Headmaster ☐ Deputy Head (Pastoral and Safeguarding)
Signature	
Date	

Conditions of this agreement
Permission to retain or use a mobile phone or smart device applies only for the purpose and circumstances agreed above. The pupil must comply with the School's Mobile Phone and Smart Devices Policy and Pupil ICT Acceptable Use Policy (AUP) at all other times. The School may review or withdraw the agreed exception where circumstances change or where the device is used outside the agreed arrangements. Any misuse may be managed in accordance with the School's Behaviour Policy.

APPENDIX 3: TEMPLATE MOBILE PHONE INFORMATION SLIP FOR VISITORS

For School use: Copies of this information slip should be available at Reception and provided to visitors as appropriate. The information should also be reflected in the School's visitor sign-in arrangements.

Welcome to Bredon School

To support the safeguarding, privacy and wellbeing of our pupils, Bredon School operates as a **mobile phone and personal smart device-free environment throughout the school day.**

While on the School site, visitors, volunteers, governors and contractors are asked to:

- Keep mobile phones and smart devices on silent and out of sight while in areas where pupils are present.
- Not use mobile phones or smart devices in lessons, when working with pupils or while pupils are present.
- Not take photographs, video or audio recordings of pupils, unless specifically authorised by the School or at a public School event where photography has been permitted.
- Use any permitted photographs or recordings for personal use only and not post images or recordings of other pupils on social media without appropriate consent.
- Follow any additional instructions provided by a member of staff regarding the use of mobile phones or smart devices.

If you need to make or receive an urgent call while on site, please speak to Reception or a member of staff, who will direct you to an appropriate area.

Thank you for helping us maintain a safe and respectful environment for our pupils.

Bredon School
