

# Kingsbrook School

*'A unique service for unique students'*

## Mobile Phones and Electrical Devices (Students & Staff)

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**Kingsbrook School**  
Southburgh,  
Thetford,  
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**31<sup>st</sup> August 2025**  
**Review: 30<sup>th</sup> August 2026**

# USE OF MOBILE PHONES/ELECTRICAL DEVICES IN SCHOOL (Students and Staff)

## STUDENTS

It is understood most students will have access to a mobile telephone and other electrical devices. These items will be used during a student's commute to school, many of whom arrive by taxi and therefore will have their mobile telephone and/or electrical device with them upon arrival to school.

The use of mobile telephones and electrical devices within school have major safeguarding implications for students, staff, and impact significantly upon student engagement within their lessons. It is for these reasons that Kingsbrook School has a zero-tolerance approach to having such items on a student's person throughout the school day.

The following process will be implemented to ensure the safety of all students and staff:

- Any student bringing a phone, tablet device or speaker to school will be required give the item to a member of staff upon arrival and the device will be kept securely in the Head of School's office or locked in their classrooms.
- Students are not permitted to take their mobile telephones on any car journeys, school trips or extra-curricular activities. On equal measure staff are not permitted to 'look after' student mobile telephones on car journeys, school trips or extra-curricular activities.
- Items will be returned to the student at the end of the school day.
- Possession of a mobile phone or tablet device or speaker in school will be considered a serious safeguarding incident with consequences of losing 'acceptable behaviour points and suspension from school.
- If a student refuses to give their telephone and/or electrical device to a member of staff, then the parent/carer will be contacted and asked to come to school to remove the device from their child.
- If a parent/carer is unable to come to school to remove the device from their child, then the student will receive a suspension for one day.
- If a parent/carer needs to contact a student during school hours (9.00am to 3.00pm) they should do so via the school reception phone number, and we will always pass the urgent message on.
- Telephone calls from students to parents/carers will be permitted during the school day using the school landline telephone.

- Students who wish to contact social workers during the school day can ask to do so and this will be facilitated from a school landline telephone.

This procedure will help to improve student engagement with lessons and to prevent mobile telephones being used to take or share images, including those of students and staff or from the internet.

#### **STAFF**

- Personal mobile phones must not be used during 9.00am – 3.00pm; this includes the use of devices that link to mobile phones such as Smart Watches.
- Kingsbrook will supply a mobile phone to staff working off-site with students.
- Staff must not divulge their personal or work telephone numbers to students or allow students to view or listen to music/watch videos; iPads are to be used for these purposes.
- Calls of an urgent nature may be received/made, or you can use the office telephone. However, this use should not be taken in the presence of students and staff must ensure their child/group are not short staffed as a result of the call and calls must be kept to a minimum.
- Staff are not permitted to use cameras or smart phones whilst at work.

**MOBILE TELEPHONES AND ELECTRICAL DEVICES BROUGHT ONTO KINGSBROOK SCHOOL SITE REMAIN AT THE OWNERS RISK TO DO SO.**