



MOBILE PHONE POLICY

Rationale

The school is committed to a smartphone-free environment to protect learning, wellbeing and safeguarding. From September 2025, students joining in Year 7 and all future cohorts are not permitted to bring smartphones to school. Research links smartphone use with distraction, poorer mental health, and safeguarding risks (DfE, 2024; UNESCO, 2023). Students may bring a basic phone for essential travel communication, but this must be switched off and stored in their school bag upon entering school grounds. Smartphones will be collected from year groups enrolled before this change at the start of each day and returned at the end of the school day. Sixth Form arrangements remain unchanged but are reviewed annually. Students in the Sixth Form should only be using their phone in lessons with permission from their teacher when supporting their learning activity. Sixth form should only be using their mobile phones when they are in the 6th form block and not around the main site and when around younger students.

Definitions:

Smartphone - A smartphone is a mobile device that combines mobile connectivity with advanced computing capabilities. It typically includes internet access, apps, a touchscreen interface, camera, and features such as social media, messaging platforms, and games. Examples include iPhones, Android phones, and other devices capable of running third-party applications.

Basic Phone - A basic or brick phone is a basic mobile device designed solely for calling and texting. It does not support internet browsing, apps, or advanced features.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- 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 lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Mobile phone expectations:

1. **Year 7 and all future cohorts:** Smartphones are not allowed in school. Exceptions will only be made for medical/safeguarding needs, agreed in advance. Students may bring a basic phone for travel purposes, but it must be off and in their bag once on site.

Years 8–11: Smartphones must be handed in during morning tutor time. Each tutor group has a lockable box with labelled slots. Phones are returned in afternoon tutor (initially before P5, moving to end of day once routines are embedded).

Non-compliance: If a student refuses to hand in their phone at registration/arrival, this will be treated as a behaviour issue and managed via the Behaviour for Learning Policy. Consistency is essential to fairness and safeguarding.

Spot checks may be carried out in line with the Behaviour for Learning policy using a detection wand to ensure compliance with this policy.

2. Late arrivals & early departures:

Late arrivals: students deposit their phone with Student Services on sign-in. They collect it at the end of the day.

Early departures (appointments/sickness): Student Services can access the storage boxes to return phones safely when students sign out.

3. Safeguarding exceptions:

Students requiring smartphones for medical or safeguarding reasons (e.g. diabetes monitoring, reading pens with apps) will have individual arrangements agreed in line with care/support plans.

The school remains fully committed to supporting individual needs while ensuring consistency for the wider community.

4. Students are not permitted to wear or use smart watches while on the school grounds.

5. Mobile phones including basic phones must be turned off during school hours, including lunch time and break time. The taking of photographs/film in school using any phones or similar electronic equipment is strictly forbidden.

6. The School does not accept any responsibility for mobile phones, smart watches or other devices for personal use that students might bring into school. Any personal item brought into school is done so at the owners risk.

7. If any student is seen with a mobile phone during school time, the phone will be confiscated. **If a basic phone:** On the first occasion the student will be able to collect the phone at the end of the day. Persistent breaches of the school rules will result in confiscation and the parent/carer being required to collect the phone. **If a smartphone:** On the first occasion the student will be able to collect the phone after 5 days. On subsequent occasions after a month. (Students requiring the use of a phone for travel during the period of confiscation will be able to use a basic phone provided either by their parents/carers or the school).

8. When an item is confiscated a record of the incident will be made by the member of staff or Head of Year. The School will not search a student's phone when it is confiscated. Parents will be notified by email when a confiscation has taken place. Students can contact home using the student services phone.

9. Mobile phones, Smart watches and MP3 players etc are not permitted to be with a student during any formal examinations and assessments. It is considered a serious misdemeanour at both school and examination board levels which will usually lead to disqualification.

10. When students are attending a school trip the same mobile phone expectations apply as when on the school premises. If a student requires to contact home then they must request permission from the staff member on the trip.

11. Students are discouraged from bringing any devices for personal use into school. The same general procedures and provisions apply as for mobile phones and smart watches in relation to the above points. Students using headphones during school time will have them confiscated, as well as the equipment they are attached to.

- 12.** Any student found using a mobile phone or smart watch in an inappropriate manner in school (bullying, harassing, intimidating) will have their phone confiscated and returned to the parent/carer. The student would also be subject to the appropriate behaviour consequence, including possible suspension and/or referral to the police. This includes any use of a mobile phone in a changing room or toilet. We have a right to search students and confiscate a mobile phone under the terms outlined in our Behaviour for Learning Policy.
- 13.** Students should protect their phone numbers by only giving them to trusted friends and family members. Students will be instructed in safe and appropriate use of mobile phones and personal devices, and will be made aware of boundaries and consequences and encouraged to use PINs and other security as necessary.
- 14.** If a student has information (e.g. videos or social media posts) that raise a safeguarding concern on their phone that they would like to share with the school. The parent/carer would be notified and if they give consent the student can share this information with a member of the SLT. This would be recorded from the phone using a school phone and then immediately transferred to the school system. The completion of the social media information sharing document would be completed and signed by the student and school. A copy of this is emailed to the parent/carer and saved on the student file.
- 15.** It has always been the School's practice to pass on important messages to students throughout the day. This can be done by phoning Student Services and requesting that the message be passed on or by contacting reception or the Head of House office. In the same way students may contact home.
- 16.** The 6th form should only be using their phone in lessons with permission from their teacher when supporting their learning activity. Sixth form should only be using their mobile phones when they are in the 6th form block and not around the main site and when around younger students.

Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Safeguarding lead is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation. Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

Governors

Governors will be involved -with annually reviewing this policy and the monitoring of mobile phone incidents.

Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

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 Bard).

Safeguarding

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

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else which 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. Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

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 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.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

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 on the basis of someone's ethnicity, religious beliefs or sexual orientation

Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, 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 pupils, unless it's at 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 in lessons, or when working with pupils

Parents/carers, 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.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use Reception as the first point of contact 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.

Loss, theft or damage

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 pupils are travelling to and from school.

Lost phones should be returned to Reception or the Reflection Room. The school will then attempt to contact the owner.

Please also refer to:

DfE Mobile Phones in Schools Guidance (Feb 2024): [Mobile phones in schools - February 2024](#)

UNESCO (2023) Technology in Education Report: [Technology in education: GEM Report 2023 | Global Education Monitoring Report](#)

[Keeping children safe in education - GOV.UK](#)

This policy needs to be read in conjunction with the following School policies:

Online Safety Policy

Behaviour for Learning Policy

Teaching and Learning Policy

Code of Conduct and Staff Behaviour Policy

Child protection and Safeguarding Policy

Approved by Local Governing Body	Autumn Term 2025
Due for review	Autumn Term 2026
SLT Member	Mr P Foster