



Policy Name:
Mobile Phone Policy
Policy Number: 5.12
September 2026

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Mobile Phone Policy

1. Purpose

This policy aims to ensure that mobile phones do not disrupt learning, compromise safeguarding, or negatively impact the wellbeing of students in line with Government Guidance. The School is committed to providing a safe, focused, and respectful environment for all members of the community. The school operates as a mobile phone-free environment during the school day, including before school, during transitions, at break and lunch and in afterschool activities/prep.

2. Scope

This policy applies to:

- All students in Years 7–13
- All mobile phones, smart watches and other communication tech
- The school site, school transport, and all school-led activities

This policy should be read in conjunction with:

- Behaviour Policy (5.1)
- Safeguarding and Child Protection Policy (2.1)
- Digital Safety Policy (12.1)
- Acceptable Use Policy (Senior Students) (12.4)

3. General Expectations

- Students must follow all staff instructions regarding mobile phones.
- Mobile phones must not be used in a way that disrupts learning or compromises safety.
- Any misuse will be addressed in line with the school's behaviour and safeguarding procedures.

4. Years 7–11

4.1 On-Site Rules

- Students in Years 7–11 are not permitted to have mobile phones in school.
- Mobile phones must not be seen, used, or carried during the school day.
- Mobile phones can only be used to purchase items in the Hub by Sixth Form Students – Other students must pay via Wise pay on their School ID card or with a physical bank card.

4.2 School Transport Exception

- Students travelling on school transport may bring a mobile phone for safety purposes.
- On arrival, students must:
 - Hand their phone into Reception
 - Ensure the phone is switched off before handing it in
- Phones can be collected at the end of the school day from Reception.

4.3 Non-Compliance

- Any mobile phone found on a student in Years 7–11 will be confiscated.
- Sanctions may include:
 - Behaviour sanctions in line with school policy
 - Parents informed
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5. Sixth Form Students

5.1 Use of Phones

- Sixth Form students are permitted to bring mobile phones into school.
- Phones may only be used in designated Sixth Form Areas
- Phones must not be used:
 - In lessons (unless explicitly permitted by staff)
 - In corridors or shared school spaces
 - In communal areas such as the Hub or School gardens

5.2 Expectations

- Sixth Form students are expected to model responsible and respectful use of mobile technology at all times.

6. Prohibited Use (All Students)

The following actions are strictly prohibited:

- Taking photographs or videos without permission
- Bullying, harassment, or misuse of communication
- Accessing or sharing inappropriate or harmful content
- Use of mobile phones during examinations or assessments

7. Confiscation Procedures

- If a student is seen using a mobile phone in breach of this policy, the device will be confiscated immediately by a member of staff.
- The phone will be taken to the Business Management Office, where it will be stored securely.
- The confiscation will be logged as a B1.
- The phone may be collected by the student at the end of the school day.
- Repeated breaches may result in the phone needing to be collected by a parent or carer.

8. Safeguarding and Online Safety

- The school recognises that mobile phones can present online safety risks, including exposure to harmful content, cyberbullying, and misuse of digital communication.
- All concerns will be managed in line with the Online Safety Policy and Safeguarding and Child Protection Policy.

- Any misuse that raises safeguarding concerns will be referred to the Designated Safeguarding Lead (DSL).
- Serious incidents may result in involvement of parents/carers and external agencies, including the police where appropriate.

9. Staff Responsibilities

- Staff must enforce this policy consistently.
- Staff must act as role models in the appropriate use of mobile technology.
- Any concerns relating to student safety or misuse must be reported immediately to the DSL.
- Staff must not search a student's device unless authorised and in accordance with school policy.

10. Searching and Screening

- Any searching of a student's device will be conducted in accordance with DfE guidance 'Searching, Screening and Confiscation' and the school's Behaviour Policy.
- Searches will only be carried out by authorised staff and where there is a clear and justified reason.

11. Equality and Reasonable Adjustments

- The school recognises that some students may require access to a mobile phone due to medical needs or additional needs.
- Reasonable adjustments will be made on an individual basis, in consultation with pastoral staff and parents/carers.

12. Communication with Parents

- Parents/carers should not contact students directly during the school day via mobile phone.
- Any urgent messages must be communicated through the school office.

13. Liability

- The school will take reasonable steps to ensure the safe storage of confiscated devices.
- However, the school cannot accept liability for loss, theft, or damage where devices are brought onto site in breach of this policy.
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14. Monitoring and Review

This policy will be reviewed regularly by the DHP to ensure it remains effective, reflects current safeguarding guidance, and supports the needs of the school community.

15. History of Changes

Date	Change Made
1 September 2026	Policy previously in the Blue Book Only. Now standalone policy for clarity