

**MOBILE PHONE POLICY**

*Our mission is to develop happy, confident and successful children  
who are well prepared for their future*

Review Period	Bi-annually or in line with statute or regulation
Emilie Loveless, Deputy Head Pastoral	23 <sup>rd</sup> September 2024
Mark Brain, Headteacher	23 <sup>rd</sup> September 2024

## **POLICY CONTEXT**

Things that have happened in UK schools, as a result of mobile phone usage that we have considered in the context of our own policy. The overarching objective of this policy is to ensure that all our pupils and adults are safe (this is not an exhaustive list):

- Loss of focus in lessons.
- Classroom disruption.
- Bullying.
- Use of mobile devices for up-skirting and obtaining imagery of genitals.
- Pornography and violent content accessed by children's own internet connectivity whilst in school.
- Gang culture, knives, extremism, Drill and Grime music accessed by children's own internet connectivity.
- Inappropriate and violent games.
- Inappropriate and 'dangerous' material stored on personal devices and accessed without internet connectivity in school.
- Pupils contacting family members/ birth family against parental permission.
- Pupils taking pictures and videos of staff, creating memes and using AI to distort images, meaning and publishing online, leading to suspension and disciplinary action.
- Using images taken of other pupils for bullying and humiliation on social media.
- Sharing of personal data on social media inappropriately.

## **LEAD MEMBERS OF STAFF**

Whilst all staff have a responsibility to promote the appropriate use of mobile phones, lead members of staff include:

- Deputy Head Pastoral
- Senior Deputy Head
- Head of Computing
- Designated Safeguarding Lead

## **WESTBROOK HAY MOBILE PHONE POLICY**

This policy considers closely the DfE's non-statutory guidance on the use of [mobile phones in schools](#) and [behaviour in schools](#). This states that schools should develop, implement and publish a policy that bans the use of mobile phones or similar devices in school.

As an all through school sharing a site and its facilities, it is important that the Mobile Phone Policy safeguards pupils of all ages.

Mobile phones are not prohibited on site during the school day. If pupils need their mobile phones to travel to school or for exceptional circumstances such as medical reasons, then permission must be sought from the Head Teacher. The phones will then need to be signed in and out of the school office on arrival and departure.

## **MANAGING PUPILS PHONES THAT HAVE BEEN BROUGHT INTO SCHOOL**

Any pupil who has permission to bring a mobile phone with them on their journey to school must hand it in on arrival. For those using school transport the term 'on arrival' means getting onto the school bus. We understand that some pupils may require access to their mobile phones before and after school, but we do not permit pupils to have access to their mobile phones throughout the school day.

On entry to the school, each pupil must hand in their device to school staff in the school office and then collect it at the end of the school day. The school is mindful that even if a pupil has handed in one mobile phone, they may have another mobile phone in their possession. If a pupil is found to have a duplicate they will receive an appropriate sanction in accordance with the school's [Behaviour Management Policy](#).

Pupils' mobile phones will be kept in a secure location, which the pupil does not access throughout the school day.

## **SPORT FIXTURE/SCHOOL DAY AND OVERNIGHT TRIPS RETURNING OUTSIDE OF NORMAL SCHOOL HOURS**

Phones are not permitted on school trips or fixtures.

Parents should contact the Head Teacher for permission, if there are exceptional circumstances requiring a pupil to have a mobile phone.

### **BREACH OF THE SCHOOL POLICY**

If pupils are found with a phone on site, the phone will be confiscated and stored in the school office until the end of the day. An appropriate sanction will be issued as per the schools [Behaviour Management Policy](#).

### **THE ROLE OF STAFF**

All staff should consistently enforce the school's policy on the use of mobile phones. Staff should not use their own mobile phone in front of any pupils for any reason (unless for an emergency situation) throughout the day (as per the [Staff Behaviour and Bring Your Own Device Policy](#)). A small number of designated staff do have a School owned device. These are to be used for School business only and are to be used out of sight of the pupils. This will empower staff to better challenge pupils to meet the school expectations and effectively enforce the prohibition of mobile phones throughout the school day.

### **THE ROLE OF PUPILS**

All pupils should be clear on the school's policy on prohibiting the use of mobile phones and should be reminded of the policy, and the consequences and sanctions for not following it, at the start of each school year and again, where appropriate, at regular intervals.

Pupils should be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision being taken by their school to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils should also be taught the benefits of having a mobile phone-free environment and be encouraged to see such an environment as desirable and valuable. This will help to create intrinsic motivation to support the school culture.

### **THE ROLE OF PARENTS**

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones and we would encourage parents to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment. Where parents need to contact their child during the school day, they should contact the school office.

### **CONFISCATION OF MOBILE PHONES**

The school reserves the right to confiscate mobile phones or similar devices as a disciplinary penalty. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated as a sanction, providing they have acted lawfully.

Staff should consider whether the confiscation is proportionate and consider any special circumstances relevant to the case. Headteachers are backed by the DfE to confiscate mobile phones and similar devices for the length of time they deem proportionate. In considering whether a confiscation is a proportionate penalty, schools should consider what disciplinary outcome the confiscation is intended to achieve and whether there are other ways to achieve the same outcome.

Confiscated phones will be stored in the school office in a secure location until collected.

Confiscation as a sanction can be an effective deterrent for a specific pupil or a general deterrent for all pupils at the school.

### **LOSS, THEFT OR DAMAGE**

Pupils bringing phones to school must ensure that phones are appropriately labelled.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches. Please also see [E Safety Policy](#).

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. The school will then attempt to contact the owner.

## **MONITORING AND REVIEW**

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare.

When reviewing the policy, the school will take into account:

- Feedback from parents and pupils.
- Feedback from teachers.
- Records of behaviour and safeguarding incidents.
- Relevant advice from the Department for Education, the local authority or other relevant organisations and associations.