



Policies

Mobile Phone Policy

Next Review July 2026

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July 2023 - Mobile Phone Policy

1. Introduction and aims

At Holmes Chapel Comprehensive School and Sixth Form College, we recognise that mobile phones are an integral part of life for pupils, parents, families, carers and staff. We also recognise that whilst mobile phone technology offers huge opportunities, it also brings risks. This means that the appropriate use of mobile phones needs to be carefully managed. This policy should also be read alongside of and supports other policies including, for example but not exclusively those relating to e-safety, data protection, safeguarding and behaviour. This policy sets out the expectations, responsibilities, rules and standards regarding the use of personal mobile phones for pupils, staff, parents and volunteers as well as promoting their safe and responsible use. This policy also covers the use of any other communication device with internet capability including, but not exclusively, smartwatches.

The procedures and processes detailing the implementation of this policy can be found in the appendix.

2. Roles and responsibilities

- All staff (including teachers, support staff, and supply staff) are responsible for 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 Executive Headteacher or a member of the senior leadership team with delegated responsibility is responsible for monitoring and reviewing this policy every 3 years and holding staff and pupils accountable for its implementation.
- This policy will be approved by the governing body following each review and may receive updates relevant to the use of mobile phones in school.

3. Use of mobile phones by staff

3.1 Personal mobile phone use by staff

- Staff are not permitted to make or receive calls or send texts when they are working directly with children. This includes during lessons, whilst on duty and any other time when they are supervising children.
- Use of personal mobile phones to make or receive calls or send texts must be restricted to non-contact time, and to areas of the school where children are not present.
- There may be exceptional circumstances where the Executive Headteacher will allow a member of staff to use their phone for **personal reasons** during the time that they are working directly with children. Staff must make these requests for special arrangements in advance and directly to the Executive Headteacher.

3.2 Using personal mobiles for work purposes

In some circumstances, it may be appropriate, or staff may wish, to use personal mobile phones for *work purposes*. In these circumstances, staff will:

- Always use their personal mobile phone in an appropriate and professional manner and in line with section 3.1 as well as the acceptable use of ICT and data protection policy.
- At their discretion, staff may choose to use their mobile phone to access the school's MIS.
- Staff may wish to use personal mobile phones for other aspects of work including, but not limited to trips, visits, performances, sports fixtures, open evenings, fairs and other school events. If staff do not wish to use their personal mobile phone in these situations, a school mobile phone will be available.

Should a member of staff decide to use their personal mobile phone in such situations, the following conditions must be followed:

- The device must be protected by a PIN and/or biometric data
- The device must be kept up to date with security updates and must have a remote wipe feature in case it is lost or stolen (eg Find my Iphone)
- The date, time and event details that any images, recordings and videos of children are taken must be logged to aid any future subject access requests.
- Any images, recordings and videos taken of children must be uploaded to the school system (Google Drive) within 24hrs and then deleted from the device as well as from the deleted items folder and any automatic online backups.
- Personal information about children must not be shared on a member of staff's personal social media accounts, chat forums such as WhatsApp, Messenger, etc

3.3 Data protection and safeguarding

Staff must not:

- use their personal mobile phones to process personal data, or any other confidential school information.
- give their personal mobile phone number to parents or pupils and should take appropriate steps to avoid publicising their personal contact details on any social media platform, messaging app or website, to avoid unwanted contact by parents or pupils.

3.4 Sanctions

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

4. Use of mobile phones by pupils

As mobile phones have become integral to our everyday lives, it is *accepted* that *most* pupils in all year groups will bring a mobile phone with them to school. By enabling families to be in touch with their children on their journey to and from school, mobile phones are seen as an important way of helping to keep children safe. However, once in school, it is not necessary, except for very specific exceptions, for pupils to need access to a mobile phone *during* the school day. Furthermore, mobile phones are not a requirement for learning whilst in school and are not needed during lessons.

The policy at Holmes Chapel Comprehensive School is that pupils in year groups 7,8,9 10 and 11 are not allowed to use their mobile phone or have it switched on from the beginning of the school day (that is, the from start of morning tutor time) to the end of the last lesson of the school day including break and lunch.

4.1 Exceptions

- The **only** exception to this policy is where a child has a *specific medical condition*, supported by medical evidence from a doctor or medical professional that specifically requires access to a mobile phone.
- Exemptions to this policy are granted at the discretion of the Executive Headteacher only following an application by the child's parents or carers.
- See appendix 4: Application form for pupil exemption to the mobile phone policy
- If a child does not bring a mobile phone to school, this must be made clear on the Home School Agreement found in **appendix 3a and 3b**. Parents and carers are responsible for informing the school if or when there are changes to this.

4.3 Home - child contact during the school day

- If home needs to contact their child during the day, this must be via a phone call to school reception. Information will then be passed to the child as soon as possible. Parents must not try to contact their child on their personal mobile during the school day.
- If a pupil needs to contact home, they must go to reception or their hub office at break or lunch where an appropriate member of staff will make contact on their behalf. Pupils will not be permitted to retrieve their mobile phone at any time during the school day to contact home.

4.4 Mobile phone use by Sixth Form College Students

- College students may use their mobile phone whilst they are in the Sixth Form College buildings. However they must not use their mobile phone whilst in the main school.
- College students must adhere to all policies relating to the appropriate use of IT

5. Implementation of policy and dealing with non-compliance from pupils

- The rules and expectations pertaining to the implementation processes specific to the management of mobile phones is detailed in **appendix 1**.
- The process for managing compliance and sanctions for breaking the rules pertaining to mobile phone use is detailed in **appendix 2**
- All pupils in years 7 to 11 and their parents or carers are required to sign and agree to comply with a mobile phone agreement detailed in **appendix 3**. Failure to provide a fully signed agreement will result in the pupil not being permitted to bring a mobile phone into school.

5.1 Searching the content of mobile phones and confiscation of phones

- If there is reason to believe the phone may contain pornographic images, inappropriate material and content, if it is being used or has been used to commit an offence, cause personal injury, engage in inappropriate behaviour including but not limited to any form of bullying or harassment, the contents of the phone may be searched.
- Certain types of conduct 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: consensual and non-consensual sharing nude or semi-nude images or videos, upskirting, threats of violence or assault, abusive calls, emails, social media posts, messages or texts directed at someone for example, on the basis of their ethnicity, religious beliefs, gender or sexual orientation
- If anyone suspects or finds that any other person has inappropriate content on their phone or that it is being used in any way as detailed above, they should report this to a senior member of staff immediately
- The school is permitted to conduct a search for phones from pupils and may confiscate them as detailed in **appendix 2**.

6. Use of mobile phones by 'non-staff' people on site.

Non-staff people who are on site (including parents, contractors, governors, volunteers and visitors) must adhere to this policy whilst on site.

This includes:

- Not taking pictures or recordings of pupils, unless it's a public event
 - Examples of public events include but not exclusively, school fairs, concerts and other performances.
- Not posting photographs or recordings on social media without consent
- Not using phones in lessons, or when working with pupils
- Not taking photos or recordings of pupils, their work, or anything else which could identify a pupil

7. Loss, theft or damage

- In order to mitigate against loss, theft or damage, pupils must ensure that their phone is appropriately labelled and stored as detailed in **appendix 1**
- Pupils and staff must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions and data.
- 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.

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

July 2023 - Mobile Phone Policy Appendix and implementation plan

Appendix 1 - Implementation of mobile phone policy in school

The implementation process for managing mobile phones in school will be rolled out in a phased approach beginning in September 2023. The implementation policy will *initially* be varied for lower and upper school pupils with the intention that by the end of 2024 **all year groups including years 7 to 11** will follow the process detailed in 1.1a. The purpose of this *phased* roll out is to grow a culture of compliance, to allow for refinements to the implementation plan to be considered and adopted and to ensure that the policy and process is fully embedded across all year groups in the main school.

1.1 Who is responsible for implementation of this policy on a day to day basis?

The member of staff responsible for each tutor group is responsible for implementing this policy at the start of each day and must ensure that the procedure detailed here is carried out as well as check that this is done by all of the pupils in the group. Thereafter, it is the duty of every member of staff to ensure that the policy is enforced throughout the school day

1.1a Implementation of policy for years 7 and 8

- As soon as children arrive at their morning tutor period, the tutor (or other adult responsible for the tutor group) will inform ALL pupils that they **must switch off their mobile phone and place it in their own personal mobile phone locker** located in their tutor room.
 - Tutors must check visually that phones are fully switched off.
 - Each pupil is responsible for making sure that their own locker is securely locked.
 - Note that it is not permitted for children to keep their phone in their bag or anywhere on their person instead of using a locker.
- After the bell has sounded for the end of the school day, all pupils should return to their tutor room and collect their own phone from their own locker before going home.
- Pupils are not permitted to check their phone during the school day or to collect their phone from their locker at any time during the day including lunch or breaks

1.1b Implementation of policy for years 9,10 and 11

- As soon as children arrive at their morning tutor period, the tutor (or other adult responsible for the tutor group) will inform ALL pupils that they **must switch off their mobile phone** and then leave it in their bag, **switched off** for the remainder of the school day including breaks and lunch.
- Tutors must check visually that phones are fully switched off.
- After the bell has sounded for the end of the school day and children have left the last lesson, they will be permitted to switch their phone back on
- Pupils are not permitted to check their phone or to switch it on at any time during the school day including lunch or breaks

NOTE - the process detailed here (1.1b) will be replaced by the process detailed in 1.1a as compliance with the programme grows over the year and as lockers are installed in school for other year groups

1.2 What if a pupil is late to school or is leaving before the end of their school day?

- If a pupil in **any year group including 7 to 11** arrives late to school, they must sign in at reception as normal and will be required to hand over their mobile phone to the reception team. These phones will be stored securely at reception for the full day and can be collected at the end of the school day after the bell has sounded for the end of lessons. Pupils will not be permitted to collect their phone at any other time including breaks and lunch
- If a pupil in year 7 or 8 is leaving school before the end of the school day, they must still follow the policy detailed in 1.1a. Before they are due to leave school, the pupil should go to reception and will be issued with a permission slip that allows them to collect their phone from their tutor room immediately before they leave. Permission slips will be name, date and time stamped and used only on that occasion

Appendix 2. Managing pupil compliance

2.1 Escalation process and sanctions for non compliance

If a pupil is found by a member of staff to have their phone during the school day, they must respond as follows:

2.1a First offence

If a pupil is found to have their mobile phone **during unstructured time** (any time not in lessons) during the school day the member of staff must:

- log the incident log on Bromcom
- For years 7 and 8, immediately escort the pupil to their tutor room where they will be instructed to switch their phone off and lock it away in their locker.
- For years 9,10 and 11 immediately escort the pupil to reception where they will be instructed to hand their phone over. The phone will be locked securely away for collection at the end of the day
 - Refusal to follow the instructions from any member of staff (teacher or non teacher) will be classed as defiance and dealt with appropriately under the behaviour policy
- The pupil will receive a first warning from the relevant Hub office and parents notified

If the mobile phone offence occurs **during a lesson**, the member of staff responsible for the lesson must:

- log the incident log on Bromcom
- For years 7 and 8, immediately send the pupil to their tutor room where they will be instructed to switch the phone off and lock it away in their locker and log this on the weekly 'out of lesson tracker' document
- For years 9,10 and 11 immediately send the pupil to reception where they will be instructed to hand their phone over. The phone will be locked securely away for collection at the end of the day
 - Refusal to follow the instructions from any member of staff (teacher or non teacher) will be classed as defiance and dealt with appropriately under the behaviour policy
- The pupil will receive a first warning from the relevant Hub office and parents notified.

2.1b Second offence

If a pupil is found to have their mobile phone during the school day on a second occasion, the same routine relevant to the year group detailed in **2.1a** will be followed.

- In addition, the pupil will lose their free time which may include after school detention
- The pupil will be issued with their second and final warning and parents notified of the escalation

2.1c Third offence

If a pupil is found to have their mobile phone during the school day on a third occasion, the same routine relevant to the year group detailed in **2.1a** will be followed.

- In addition, the pupil will spend an appropriate amount of time in internal provision and loss of free time including after school detention
- the phone will be confiscated by the relevant Hub office to be collected only by parents.
- At the discretion of the school, additional, appropriate measures will be imposed to ensure compliance with this policy from the pupil.

2.2 Refusing to hand in a phone at reception or when asked by a member of staff

If a child is late to school for any reason and fails or refuses to hand their mobile phone in at reception, or refuses when asked to hand over their phone at any time during the day by a member of staff, this will constitute defiant behaviour and result in an appropriate level of sanction in line with the behaviour policy.

In such circumstances, the member of staff will:

- log the incident on Bromcom
- Immediately inform the relevant Hub office who will respond appropriately
- The phone will be confiscated by the Hub office

2.3 Confiscation of a mobile phone

[DfE guidance on searching, screening and confiscation.](#)

Executive Headteachers and staff authorised by them have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item or any other item that the school rules identify as an item which may be searched for.

Confiscated phones will be stored securely either in the relevant Hub office or at school reception until they are collected either by the pupil at the end of the day or by the parent depending on the arrangement

Appendix 3a: Mobile phone home school agreement for pupils in year 7 and 8

- Parents and carers are responsible for completing this form with their child and for explaining the policy to them
- Failure to agree to all conditions in this policy will result in children not being allowed to have a mobile phone in school at any time

Name of child	Tutor Group	Date
Parents or carers, please tick only ONE of the following statements		
EITHER.... my child DOES bring a mobile phone to school each day	<input type="checkbox"/>	OR.... my child DOES NOT bring a mobile phone to school each day. I understand that I must inform the school immediately if this situation changes

Questions for parents and carers to answer with their children. I agree to and understand that:	Tick
1. I am allowed to bring a mobile phone to school but I am not allowed to use it from the beginning of the school day (that is, from the start of morning tutor time) to the end of the last lesson of the school day including break and lunch.	<input type="checkbox"/>
2. as soon as I arrive at the morning tutor period, I will switch off my mobile phone and place it in my personal mobile phone locker located in my tutor room and make sure my own locker is securely locked.	<input type="checkbox"/>
3. after the bell has sounded for the end of the school day but at no time before, I will collect my own phone from my own locker before going home.	<input type="checkbox"/>
4. I will immediately comply with a request by any member of staff to switch off, lock away or hand over my phone and that refusal to comply with this is a breach of the school's behaviour policy and will be dealt with accordingly.	<input type="checkbox"/>
If I arrive late to school:	<input type="checkbox"/>
5. I agree to sign in at reception as normal and immediately hand over my mobile phone to the reception team.	<input type="checkbox"/>
6. I understand that my phone will be stored securely for the full day and can only be collected at the end of the school day after the bell has sounded for the end of lessons.	<input type="checkbox"/>
7. I understand that I will not be permitted to retrieve or check my phone at any time during the day including breaks and lunch	<input type="checkbox"/>
8. If I need to leave school before the end of the school day, I agree to <ul style="list-style-type: none"> ○ Follow the mobile phone policy and lock my phone away at morning tutor time ○ Before I am due to leave school, I will ask to go to reception and will be issued with a permission slip that allows me to collect my phone immediately before I leave. 	<input type="checkbox"/>
I understand that I must not :	<input type="checkbox"/>
9. collect or check my phone during the school day or to take it from my locker at any time during the day including lunch or breaks unless I have the appropriate permission (see point 8)	<input type="checkbox"/>
10. take or share photos or recordings of any kind of other pupils or any staff without their prior consent.	<input type="checkbox"/>
11. share my contact details, passwords or access codes with people I don't know, and must not share other people's contact details, passwords or access codes without their prior consent.	<input type="checkbox"/>
12. use my phone or any form of messaging or social media to send or receive anything that may be criminal, vulgar, pornographic, obscene, insulting or derogatory	<input type="checkbox"/>
13. use my mobile phone to bully, intimidate or harass anyone including any pupils or staff via any form of messaging or social media	<input type="checkbox"/>

Appendix 3b: Mobile phone home school agreement for pupils in year 9, 10 and 11

- Parents and carers are responsible for completing this form with their child and for explaining the policy to them
- Failure to agree to all conditions in this policy will result in children not being allowed to have a mobile phone in school at any time

Name of child	Tutor Group	Date	
Parents or carers, please tick only ONE of the following statements			
EITHER.... my child DOES bring a mobile phone to school each day	<input type="checkbox"/>	OR.... my child DOES NOT bring a mobile phone to school each day. I understand that I must inform the school immediately if this situation changes	<input type="checkbox"/>

Please read and tick all statements to indicate that you have read, understood and accepted them

- I am allowed to bring a mobile phone to school but I am not allowed to use it or have it switched on from the beginning of the school day (that is, from the start of morning tutor time) to the end of the last lesson of the school day including break and lunch.
- as soon as I arrive at the morning tutor period, I will switch off my mobile phone and place it in my bag where it will remain **fully switched off** for the full duration of the school day.
- after the bell has sounded for the end of the school day and after I have left my last lesson, only then will I be allowed to switch my phone back on
- I will immediately comply with a request by any member of staff to switch off, put away or hand over my phone and that refusal to comply with this is a breach of the school's behaviour policy and will be dealt with accordingly.

If I arrive late to school:

- I agree to sign in at reception as normal and immediately hand over my mobile phone to the reception team.
- I understand that my phone will be stored securely for the full day and can only be collected at the end of the school day after the bell has sounded for the end of lessons.
- I understand that I will not be permitted to check my phone at any time during the day including breaks and lunch
- If I need to leave school before the end of the school day, I agree to
 - Follow the mobile phone policy and lock my phone away at morning tutor time
 - Before I am due to leave school, I will ask to go to reception and will be issued with a permission slip that allows me to collect my phone immediately before I leave.

I understand that **I must not**:

- Switch on my phone or take it out of my bag at any time during the day including lunch or breaks unless I have the appropriate permission (see point 8)
- take or share photos or recordings of any kind of other pupils or any staff without their prior consent.
- share my contact details, passwords or access codes with people I don't know, and must not share other people's contact details, passwords or access codes without their prior consent.
- use my phone or any form of messaging or social media to send or receive anything that may be criminal, vulgar, pornographic, obscene, insulting or derogatory
- use my mobile phone to bully, intimidate or harass anyone including any pupils or staff via any form of messaging or social media
- Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Appendix 4: Application form for exemption from the mobile phone policy

- This form must be completed by parents or carers and submitted for approval. Prior to receiving a decision on the request, pupils must follow all aspects of the mobile phone policy at all times until the application has been received, agreed and signed off by the school. Granting an exemption to the mobile phone is entirely at the discretion of the Executive Headteacher. Exemptions are granted for specific conditions only, supported by appropriate evidence detailing the reasons why it is essential for the child to carry a mobile phone during the school day

Name of child	Tutor group	Year group	Date of application
Reason for application for exemption to this policy (please circle as appropriate) Medical need - Mental Health need - Special Educational Need and Disabilities			
Please give further information here			
Notes attached from a healthcare professional?	Yes	No	Date
Exemption granted?	Yes	No	Date
Review date (no more than one year from date of issue)			
Comments			
Conditions or adjustments			
Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. The school reserves the right to revoke an exemption if pupils do not abide by the policy.			
Executive Headteacher's signature			
Parent signature			
Pupil signature			