



Diocese of Salisbury  
Academy Trust  
*'Beyond expectations for all of God's children'*

## MOBILE PHONE POLICY



Archbishop Wake  
CE Primary School

Policy reviewed: September 2024

Next review: September 2025

## Mobile Phone Policy

The following policy has been informed by the Department for Education guidance, *'Mobile phones in schools, Guidance for schools on prohibiting the use of mobile phones throughout the school day.'* February 2024

At Archbishop Wake CE Primary School we discourage pupils from bringing mobile phones into school.

We acknowledge that some parents / carers of pupils in Year Five and Six, who walk to school unaccompanied, may wish their child to bring a mobile phone to school.

When a child needs to bring a phone to school, permission **must** be provided by the parent / carer using the Arbor parent portal. The permission includes the following:

- ✓ Phones **MUST** be powered off by the time the child has entered the school grounds and **MUST** remain powered off until they exit the school grounds at the end of day.
- ✓ Phones are to be handed to the class teacher as soon as the child enters the school building. The phone will be recorded and locked away. It will be returned at the end of the day.

Parents/Carers are advised that the school accepts no liability for the loss or damage to mobile phones that are brought into school.

In addition to the above points, if a pupil is found to have not handed their phone to a teacher as they arrive, or to have it switched on, on the school premises, the phone will be confiscated from the pupil and handed to a member of the Leadership team. The phone will be kept in the office and must be collected by a parent/carer at the end of the school day from a member of the leadership team.

If the practice continues for a further two misdemeanours it will result in the privilege of bringing a phone to school being withdrawn.

Mobile phones are not to be taken on school trips or sporting fixtures.

If a pupil is found taking photographs or video footage with a mobile phone at school, or showing inappropriate material to other pupils, this will be regarded as a serious offence and disciplinary action will be taken in line with our behaviour policy.

If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior leader and the parent/carers.

Information from the guidance:

### 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 for personal reasons in front of pupils throughout the school day. 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. There may be occasions where it is appropriate for a teacher to use a mobile phone or similar device, for instance to issue homework, issue rewards and sanctions or use multi-factor authentication.

### 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/carers

Parents/carers have an important role in supporting the school's policy on prohibiting the use of mobile phones and should be encouraged 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 be directed to the school office, where staff should be aware of the school's policy on relaying messages and facilitating contact. Where parents have questions or concerns, staff should address these in a timely manner and clearly communicate the reasons for prohibiting the use of mobile phones.

## The use of sanctions

The Department for Education (DfE) provides guidance on how schools can use sanctions lawfully in the behaviour in schools guidance. Schools can use a range of sanctions for breaching the mobile phone policy appropriate to their context, including confiscation and detentions. Schools have the power 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.

Confiscation as a sanction can be an effective deterrent for a specific pupil or a general deterrent for all pupils at the school. In considering whether a sanction is reasonable, one must consider whether it is proportionate in the circumstances of the case and consider any special circumstances relevant to its imposition including the pupil's age, any religious requirements affecting them and any special educational needs or disability (SEND) they may have (see section on responding to the behaviour of pupils with SEND in behaviour in Schools guidance).

Schools should consider whether the misbehaviour gives cause to suspect that a pupil is suffering, or may be at risk of, harm. Where this may be the case, as set out in part 1 of keeping children safe in education, school staff should follow the school's child protection policy and speak to the designated safeguarding lead (or deputy). They will consider if pastoral support, an early intervention or a referral to children's social care is appropriate.

## Searching pupils

Headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item as set out in legislation<sup>7</sup> or any item identified in the school rules as an item that may be searched for. Headteachers can and should identify mobile phones and similar devices as something that may be searched for in their school behaviour policy. Staff should refer to the searching, screening and confiscation in schools guidance regarding searching a pupil.