



## Mobile Phone Policy

**Approved by SLT:**

**Date:**

**Approved by Local Governing Board:**

**Date:**

**Next Review Date:**

DRAFT





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# GREATFIELDS SCHOOL

## 1. Introduction and aims

Greatfields School recognises that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community. However, they can present substantial safeguarding risks to younger children especially smartphones and so we do not advocate pupils under the age of 14 having a smartphone.

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

Note: throughout this policy, 'Smartphones' refer to phones that have advanced features such as internet access, Apps and multimedia.

## 2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

## 3. Roles and responsibilities

### 3.1 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 Headteacher 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 and the ban of Smartphones for students in Years 7 to 11.

## 4. Use of mobile phones by pupils

The school has a complete ban on Smartphones in school for all pupils. Smartphones will be treated as banned items.

### 4.1 Exceptions





# GREATFIELDS SCHOOL

Sixth form students may use their smartphones in the Sixth Form Common Room and in the Sixth Form Study Area. They must not use their smartphones in any other area of the building.

## 4.2 Sanctions

For the possession of a Smartphone in school the following sanctions will apply:

- Phone will be kept by the school for five school days
- Phone will need to be collected by an adult family member after five school days
- A possible search/screen conducted of the device
- A possible safeguarding referral

The exact sanction will depend upon the circumstances of the situation. If a student refuses to handover their smartphone, this could lead to a suspension for failing to follow instructions.

## 5. Loss, theft or damage

The school accepts no responsibility for smartphones 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.

Confiscated phones will be stored securely in the school office in a locked cabinet.

## 6. 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/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

