



## **Mobile Phone and Personal Electronic Device Policy**

***LSA High School is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment.***

Date Policy Agreed by Governing Body	July 2026
Date of Next Review	July 2027
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## 1 Statement of Intent

Mobile phones, tablets and other personal electronic devices are widely owned by students. While the school recognises that some parents provide mobile phones for safety reasons, current DfE guidance (2024) is clear that schools should take a **restrictive approach** to their use to minimise disruption, safeguard students, and support learning.

Lytham St Annes High School has therefore adopted a **clear and consistent approach**:  
**Mobile phones are banned items during the school day unless they are switched off and stored securely in bags.**

This policy ensures:

- A safe, calm and disruption-free learning environment
- Protection of students and staff from misuse, including safeguarding risks
- A consistent and enforceable system in line with national expectations

“Personal electronic devices” includes (but is not limited to):

- Mobile phones
- Smartwatches with communication functions
- Tablets and portable internet devices
- Handheld gaming devices
- Any device capable of communication, recording, or internet access

## 2 Legal Framework

This policy has due regard to current legislation and statutory guidance, including:

- DfE (2024) *Mobile phones in schools* & DfE (2024) *Behaviour in Schools*
- DfE (2023) *Keeping Children Safe in Education*
- DfE (2023) *Searching, Screening & Confiscation*
- Data Protection Act 2018 and UK GDPR & Voyeurism (Offences) Act 2019
- Sexual Offences Act 2003
- Protection of Children Act 1978

### 3 Roles and Responsibilities

#### Governing Board

- Ensure policy compliance and review annually
- Ensure equality and non-discrimination

#### Headteacher

- Implement and enforce the policy day-to-day
- Ensure consistent application of sanctions
- Communicate expectations to students, parents and staff

#### Staff

- Enforce the ban consistently
- Confiscate devices where required
- Report safeguarding concerns

#### Designated Safeguarding Lead (DSL)

- Manage incidents involving safeguarding risks (e.g. image-sharing, upskirting)
- Liaise with external agencies where required

#### Students

- Comply fully with the expectations set out in this policy
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### 4 Ownership and Responsibility

- Students bring devices to school **at their own risk**
  - The school accepts **no liability** for loss, theft or damage
  - Staff are protected in law when confiscating devices in accordance with guidance
  - Students must ensure devices are password-protected
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### 5 School Expectations: Mobile Phone Ban

#### Core Rule

Mobile phones are **banned items** in school.

#### Exception

A mobile phone is only **not considered a banned item** when:

- It is **switched off**
- It is **out of sight**
- It is **stored in the student's bag**

This applies at all times during the school day, including:

- Before school
  - Between lessons
  - Break and lunchtime
  - Movement around the site
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### 6 Acceptable Use (Exceptional Circumstances)

In line with DfE guidance, the school may make **reasonable adjustments** where necessary, for example:

- Medical monitoring (e.g. diabetes apps)
- Specific safeguarding or welfare reasons

These must be agreed in advance with the school.

## 7 Unacceptable Use

Any of the following constitutes a breach:

- A phone being **seen, heard, or used**
  - Use of any communication, recording or internet functions
  - Use in toilets, changing rooms or examinations
  - Refusal to comply with staff instructions regarding devices
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## 8 Sanctions and Enforcement

The school operates a **strict and consistent sanction system**:

### Confiscation

- Any phone seen, heard or used will be **confiscated immediately**

### Return of Device

- Devices will be returned on a **fixed designated day in the school week**

### Detention

- A **mobile phone detention** will be issued following confiscation

### Refusal to Hand Over Device

- A student who refuses to relinquish their phone will be placed in:
  - **Reflection (internal exclusion)**
  - OR
  - **Suspension** in more serious or repeated cases

Sanctions are applied consistently in line with the Behaviour Policy and DfE expectations for firm and predictable systems.

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## 9 Searching Students

The school has the legal power to search for banned items, including mobile phones.

Searches will:

- Be conducted lawfully, proportionately and respectfully
- Follow DfE guidance
- Be carried out by authorised staff

Students must:

- Comply with requests to hand over devices
- Allow inspection where there is reasonable suspicion of harm

Refusal will result in escalation of sanctions.

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## 10 Safeguarding and Misuse

The misuse of devices (including:

- Cyberbullying
- Sharing images
- Upskirting
- Accessing inappropriate content

will be treated as **serious safeguarding concerns** and managed in line with:

- Safeguarding Policy
- Behaviour Policy

Serious incidents may involve:

- Parents/carers
- External agencies
- Police

## **11 Data Protection and Privacy**

- Personal data must not be recorded or shared without consent
  - Staff must not use personal devices to communicate with students
  - All data breaches will be addressed in line with GDPR requirements
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## **12 Monitoring and Review**

- This policy will be reviewed annually
- Updates will reflect the latest statutory guidance and school priorities
- Next review date: **July 2027**