



MOBILE USE POLICY

June 2026



1. Introduction and aims

At Madeley School, we believe that **attention is the foundation of learning**. Every child deserves to experience a school day where their focus is on learning, relationships and personal development rather than unnecessary digital distraction.

Our mission is **Inspiring Excellence**, and we are committed to creating an environment in which every pupil can thrive academically, socially and emotionally. We recognise that mobile technology plays an important role in modern life and that many pupils carry a mobile phone for their journey to and from school. However, once pupils arrive at school, our priority is to provide the very best conditions for learning.

Accordingly, Madeley School operates a policy whereby **pupils may bring a personal mobile phone to school but will not have access to that device during the school day**, except where an authorised medical, safeguarding or SEND exemption has been agreed by the school. This expectation is achieved through the use of secure lockable phone pouches which remain in the possession of the pupil throughout the day.

This policy supports the Department for Education's expectation that schools should operate as **mobile phone-free environments by default**, recognising the positive impact that reducing digital distraction can have on learning, behaviour, safeguarding and wellbeing.

The policy aims to:

- ensure that the school environment is one in which pupils do not have access to personal mobile phones during the school day;
- maximise learning time by reducing unnecessary digital distraction;
- promote high standards of behaviour, engagement and concentration;
- strengthen safeguarding by reducing opportunities for cyberbullying, unauthorised photography, filming and online conflict during the school day;
- encourage positive face-to-face communication, healthy relationships and active participation in school life;
- provide a clear, fair and consistent framework for pupils, staff, parents and visitors regarding the use of mobile phones and similar devices;
- support pupils in developing responsible digital habits and understanding that technology should enhance learning rather than compete with it;
- ensure that any exceptions required for medical, safeguarding or SEND reasons are managed lawfully, proportionately and sensitively;
- complement and support the school's Behaviour Policy, Safeguarding and Child Protection Policy, Online Safety Policy, Searching, Screening and Confiscation Procedures, SEND Policy and Home-School Agreement.

This policy is not intended to remove technology from young people's lives. Rather, it reflects our commitment to ensuring that, for approximately six hours each school day, pupils' attention is devoted to learning, friendships and personal development.

2. Relevant guidance

This policy has been developed with due regard to current legislation, statutory guidance and Department for Education expectations relating to behaviour, safeguarding, equality and the use of mobile phones in schools.

In particular, it has been informed by:

- **The Children's Wellbeing and Schools Act 2026**, including provisions relating to mobile phone use in schools;
- **Education Act 2002**;
- **Education and Inspections Act 2006**, including schools' powers to discipline, search and confiscate prohibited items;
- **Equality Act 2010**, particularly the duty to make reasonable adjustments for pupils with disabilities or specific medical needs;
- **Keeping Children Safe in Education (KCSIE)** (current edition);
- **Department for Education – Mobile Phones in Schools Guidance**; [DfE Guidance](#)
- **Department for Education – Behaviour in Schools: Advice for Headteachers and School Staff**;
- **Department for Education – Searching, Screening and Confiscation Guidance**;
- **Department for Education – Suspension and Permanent Exclusion Guidance**;
- **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, where relevant to the use of personal devices and the recording or sharing of images.

This policy should also be read alongside the following Madeley School policies and procedures:

- Behaviour Policy;
- Safeguarding and Child Protection Policy;
- Online Safety Policy;
- Searching, Screening and Confiscation Procedures;
- SEND Policy;
- Staff Code of Conduct;
- Home-School Agreement;
- Educational Visits Policy.

Madeley School recognises the Department for Education's expectation that schools should operate as **mobile phone-free environments by default**, reflecting the positive impact that limiting access to personal mobile phones during the school day can have on learning, behaviour, safeguarding and pupil wellbeing.

Accordingly, this policy establishes a clear and consistent framework whereby pupils may bring a mobile phone for their journey to and from school but **will not have access to that device during the school day**, except where an authorised exemption has been approved by the school.

3. Roles and responsibilities

3.1 Staff

The successful implementation of this policy relies upon **consistent expectations and collective responsibility**. Every member of staff plays a vital role in creating and maintaining a learning environment where pupils do not have access to personal mobile phones during the school day.

All staff, including teachers, support staff, supply staff, agency staff, volunteers and any other adults working within the school, are expected to:

- actively promote and consistently enforce this policy;
- model the professional behaviours and standards expected of pupils;
- challenge any breach of the policy promptly, calmly and respectfully;
- ensure that expectations are applied fairly and consistently to all pupils;
- follow the school's agreed procedures for confiscation, recording and referral where appropriate;
- report any safeguarding concerns arising from the misuse of mobile phones immediately in accordance with the school's Safeguarding and Child Protection Policy;
- support restorative conversations where appropriate following any breach of the policy;
- reinforce the educational purpose of the policy and its benefits for learning, wellbeing and safeguarding.

Staff should remember that the objective of this policy is **not to catch pupils breaking rules**, but to create a calm, distraction-free environment in which every pupil can flourish.

Accordingly, staff should:

- remain calm and professional at all times;
- avoid confrontation, debate or negotiation regarding the expectation;
- use consistent language and procedures;
- seek support from senior colleagues where necessary;
- restore positive relationships once any incident has been addressed.

No member of staff should ignore a breach of this policy, as inconsistency undermines the effectiveness of a whole-school approach.

Professional Modelling

The Department for Education expects schools to operate as mobile phone-free environments by default. Staff therefore have a responsibility to model appropriate behaviours.

Personal mobile phones should not be used for non-work-related purposes in the presence of pupils except in exceptional circumstances. Where mobile devices are required for legitimate professional purposes, staff should use them appropriately and in accordance with the Staff Code of Conduct, Data Protection Policy and Online Safety Policy.

Senior Leadership Team

The Senior Leadership Team is responsible for:

- ensuring the effective implementation of this policy;
- providing appropriate staff training and guidance;
- monitoring compliance and consistency;
- reviewing behaviour and safeguarding data relating to mobile phone incidents;
- evaluating the impact of the policy on learning, behaviour and wellbeing;
- communicating effectively with pupils, parents and staff regarding the expectations and rationale for this policy.

3.2 Academy Council

The Academy Council has a strategic responsibility to support and oversee the implementation of this policy as part of its wider responsibilities for behaviour, safeguarding, pupil welfare and the quality of education.

In fulfilling this role, the Academy Council will:

- approve and periodically review this policy;
- satisfy itself that the policy aligns with current legislation, Department for Education guidance and the values of Madeley School;
- receive appropriate reports on the implementation and impact of the policy;
- monitor trends relating to behaviour, safeguarding and pupil wellbeing where these are relevant to mobile phone use;
- provide appropriate challenge and support to school leaders to ensure the policy is implemented consistently and fairly;
- ensure that the school continues to meet its duties under the Equality Act 2010, including making reasonable adjustments where appropriate for pupils with medical conditions, SEND or other exceptional circumstances.

The Academy Council recognises that the purpose of this policy is not simply to regulate the use of mobile phones, but to create the optimum conditions for learning, personal development and safeguarding.

Accordingly, the Academy Council supports the school's commitment to ensuring that pupils do not have access to personal mobile phones during the school day, thereby promoting a calm, focused and distraction-free learning environment consistent with the school's mission of **Inspiring Excellence**.

4. Use of mobile phones by staff

The Department for Education has made clear its expectation that schools should operate as **mobile phone-free environments by default**, with anything other than this being the exception rather than the norm. As role models for pupils, staff have a responsibility to support and reinforce the culture that this policy seeks to establish.

Madeley School recognises that mobile technology is an essential professional tool in many circumstances. However, the inappropriate or unnecessary use of personal mobile phones in the presence of pupils can undermine the consistency and credibility of the school's expectations.

Accordingly, all staff are expected to always use personal mobile phones responsibly and professionally.

4.1 Personal mobile phones

Staff, including teachers, support staff, volunteers, agency staff, contractors and any other adults working within the school, should not use their personal mobile phones for personal reasons in the presence of pupils during the school day.

Personal mobile phone use should be restricted to:

- designated non-contact time;
- staff-only areas;
- genuine emergencies;
- circumstances authorised by a member of the Senior Leadership Team.

Where possible, staff should use the school telephone system or official communication systems for professional communication.

The school office remains the appropriate point of contact for urgent family matters requiring communication with members of staff.

4.2 Professional Modelling

Staff play a significant role in establishing the culture and expectations of the school.

All staff are therefore expected to:

- model the behaviours expected of pupils;
- avoid unnecessary personal phone use in front of pupils;
- support colleagues by applying the policy consistently;
- reinforce the educational rationale behind the school's approach;
- avoid creating situations where pupils perceive different standards for adults and students.

The success of this policy depends upon consistent expectations for everyone within the school community.

4.3 Data protection

Personal mobile phones must not be used to process, store, photograph, record or transmit confidential school information or personal data unless expressly authorised and compliant with the school's Data Protection Policy and UK GDPR requirements.

Staff must not:

- photograph pupils using personal devices;
- record video or audio of pupils using personal devices;
- store confidential school information on personal devices;
- upload school information to personal applications or artificial intelligence platforms unless specifically authorised and compliant with school policy.

Where photographs or recordings are required for educational purposes, only approved school equipment or authorised systems should be used.

4.4 Safeguarding

Staff must always maintain appropriate professional boundaries.

Staff must not:

- provide pupils with personal telephone numbers;
- communicate with pupils through personal messaging applications or social media accounts;
- connect with current pupils via personal social media platforms;
- use personal devices in any manner that could compromise safeguarding or professional standards.

Any safeguarding concern arising from the use of a mobile phone or other digital device must be reported immediately in accordance with the school's Safeguarding and Child Protection Policy.

4.5 Using personal mobiles for work purposes

There may be occasions where staff are required to use a personal mobile device for legitimate professional purposes, including but not limited to:

- multi-factor authentication;
- emergency procedures;
- educational visits or residential visits;
- authorised school applications;
- exceptional operational circumstances approved by the Principal or Senior Leadership Team.

In such circumstances, staff must ensure that use is proportionate, professional and does not undermine the principles of this policy.

4.6 Work-Issued Mobile Devices

Where the school provides a member of staff with a mobile phone or similar device for business purposes, that **device remains the property of the school and must be used primarily for professional activities.**

Staff are expected to:

- use school-issued devices appropriately and securely;
- comply with all data protection and safeguarding requirements;
- protect devices from unauthorised access;
- report any loss, theft or damage immediately.

4.7 Breaches of this Policy

- Failure by a member of staff to comply with this policy may constitute a breach of the Staff Code of Conduct and may be addressed through the school's disciplinary procedures where appropriate.
- Minor issues will normally be managed through professional discussion and guidance. Serious or repeated breaches, particularly those involving safeguarding or data protection, may result in formal disciplinary action.

5. Use of Mobile Phones by Pupils

Madeley School recognises that mobile technology is an important part of modern life and that many pupils carry a mobile phone for safety and communication whilst travelling to and from school. The school does not seek to prevent pupils from bringing a mobile phone to school where this is required for their journey.

However, once pupils arrive on the school site, the priority of the school is education.

Accordingly, Madeley School operates a policy whereby pupils may bring a personal mobile phone to school but will not have access to that device during the school day, except where an authorised medical, safeguarding or SEND exemption has been agreed by the school.

This expectation applies throughout the school day, including:

- before registration once pupils have entered the school site;
- lesson time;
- movement between lessons;
- breaktime;
- lunchtime;
- detention;
- enrichment activities;

- **any other time pupils remain under the supervision of the school, unless alternative arrangements have been communicated.**

5.1 The Madeley Approach

- Madeley School has operated a successful policy for several years whereby mobile phones should not be seen or used during the school day. The overwhelming majority of pupils have respected this expectation.
- However, experience has demonstrated that a policy based solely upon phones being "out of sight" still creates unnecessary temptation and opportunities for misuse. Even well-intentioned pupils may feel compelled to check notifications, respond to messages or access social media. This can result in occasional use in toilets, corridors or other unsupervised areas, together with safeguarding concerns relating to unauthorised photography or filming.
- Rather than relying solely upon pupils choosing not to access their phones, Madeley School has adopted a secure lockable pouch system which removes both the temptation and the opportunity to do so.
- This approach is educational rather than punitive and reflects our commitment to creating the very best conditions for learning.

5.2 Secure Lockable Pouch System

Every pupil will be issued with a secure lockable pouch.

The pouch remains the property of Madeley School and must be brought to school each day.

Upon arrival at school, pupils are expected to:

- switch off or silence their mobile phone;
- place the device inside their issued secure pouch;
- lock the pouch;
- retain possession of the locked pouch throughout the school day.

The phone remains with the pupil at all times but is inaccessible until authorised unlocking at the end of the school day.

Pupils must not:

- open the pouch during the school day;
- tamper with or damage the pouch;
- exchange pouches;
- carry a second phone;
- use a dummy phone or substitute object;
- possess magnets or other unlocking devices intended to circumvent the system.

Unlocking stations will be located at designated exit points and may only be used at the end of the school day unless authorised by a member of staff.

5.3 Educational Rationale

This policy exists to:

- maximise learning time;
- improve concentration and engagement;
- reduce unnecessary distraction;
- encourage positive face-to-face communication;
- strengthen safeguarding;
- reduce opportunities for cyberbullying and online conflict during the school day;
- promote healthier relationships and wellbeing.

The school is not seeking to remove technology from young people's lives.

Rather, it seeks to ensure that for approximately six hours each day pupils are able to focus on learning, friendships and personal development without unnecessary digital interruption.

5.4 Smart Watches and Similar Devices

For the purposes of this policy, the term "mobile phone" includes any personal communication device capable of sending or receiving messages, making calls, accessing the internet or recording images or audio.

This includes, but is not limited to:

- smart watches with communication functionality;
- internet-enabled wearable devices;
- tablets used as communication devices;
- similar emerging technologies.

Such devices are subject to the same expectations as mobile phones unless otherwise authorised by the school.

5.5 Student Education

The school will actively educate pupils about the benefits of a learning environment free from unnecessary digital distraction.

Through assemblies, tutor programmes, PSHE and online safety education, pupils will develop an understanding of:

- responsible digital citizenship;
- online safety;
- cyberbullying;
- healthy relationships with technology;
- the impact of distraction on learning and wellbeing.

Pupils will be encouraged to recognise that a mobile phone-free school day is not a restriction but an opportunity to be fully present, engaged and successful.

5.6 Exceptions and Reasonable Adjustments

Madeley School is committed to ensuring that this policy is implemented fairly, proportionately and in accordance with its statutory duties under the **Equality Act 2010** and its wider safeguarding responsibilities.

The expectation is that **all pupils will not have access to personal mobile phones during the school day**. However, the school recognises that there may be exceptional circumstances where access to a mobile phone or similar smart device is necessary.

Any exception will only be granted where there is a **documented educational, medical or safeguarding need** and where no reasonable alternative exists.

Examples may include, but are not limited to:

- pupils who require a smart device as part of an approved medical treatment plan (for example, continuous glucose monitoring systems used in the management of diabetes);
- pupils whose Education, Health and Care Plan (EHCP) or identified SEND needs require the use of an assistive communication device;
- safeguarding circumstances where the school determines that an individual arrangement is necessary to protect the welfare of a pupil;
- other exceptional circumstances approved by the Principal or an authorised member of the Senior Leadership Team.

Parents or carers wishing to request an exemption should submit their request to the school in writing, supported by appropriate professional evidence where applicable. Requests will be considered on an individual basis and may involve consultation with the SENDCO, Designated Safeguarding Lead or relevant healthcare professionals.

Where an exemption is approved:

- the arrangement will be documented;
- staff will be informed where necessary;
- appropriate safeguards and conditions of use will be agreed;
- the arrangement will be reviewed periodically to ensure it remains necessary and proportionate.

The existence of an exemption for one pupil does not create an entitlement for others. Each case will be considered individually, taking account of the school's legal duties, safeguarding responsibilities and commitment to providing the best possible learning environment for all pupils.

The school reserves the right to withdraw or amend any exemption where circumstances change or where the agreed conditions are not followed.

5.3 Sanctions, Confiscation and Searching

Madeley School expects all pupils to comply with this policy and recognises that the overwhelming majority will do so without difficulty. Where breaches occur, staff will respond in a manner that is **reasonable, proportionate, consistent and educational**, whilst maintaining the integrity of the school's behaviour and safeguarding systems.

Sanctions issued under this policy form part of the school's wider **Behaviour Policy** and should be read alongside that document.

Confiscation

Under the powers provided by the **Education and Inspections Act 2006**, authorised members of staff may confiscate a mobile phone or other communication device where a pupil is in breach of this policy or where confiscation is considered reasonable and proportionate.

Confiscated devices will be dealt with in accordance with school procedures. The school reserves the right to retain a confiscated device for an appropriate period where this is necessary to support behaviour management or safeguarding.

Repeated breaches may require collection by a parent or carer and may result in further sanctions.

Searching

Authorised members of staff have the legal power to search pupils and their possessions where there are reasonable grounds to suspect that a prohibited item or evidence of serious misconduct may be present, in accordance with current legislation and Department for Education guidance.

Where there are reasonable grounds to believe that a mobile phone contains evidence relating to:

- a safeguarding concern;
- bullying or cyberbullying;
- the creation or sharing of inappropriate images;
- criminal activity;
- behaviour likely to cause harm to another person; or
- any other serious breach of school rules,

the school may examine the device or seek assistance from appropriate agencies in accordance with the **Searching, Screening and Confiscation Guidance**, the **Safeguarding and Child Protection Policy** and any other relevant legislation.

Where appropriate, devices may be retained pending investigation, and the police or other external agencies may be contacted.

Safeguarding Considerations

The school recognises that misuse of a mobile phone may sometimes indicate that a pupil is vulnerable or at risk of harm.

Accordingly, before determining any sanction, staff will consider:

- the age and understanding of the pupil;
- any identified SEND or disability;
- any relevant medical needs;
- safeguarding concerns;
- whether the behaviour may indicate that the pupil is suffering, or at risk of, harm.

Where appropriate, the matter will be referred to the Designated Safeguarding Lead (DSL) or Deputy DSL for consideration of pastoral support, early intervention or referral to external agencies.

Serious Misconduct

Certain behaviours involving mobile phones may constitute serious misconduct and may result in suspension, safeguarding referral or police involvement.

These include, but are not limited to:

- creating, possessing or sharing indecent or sexually explicit images or videos;
- the taking or sharing of unauthorised photographs or recordings of members of the school community;
- bullying, harassment or intimidation through electronic means;
- threatening or abusive messages;
- discriminatory abuse, including racist, homophobic, transphobic, sexist or faith-related abuse;
- recording or sharing incidents of violence or bullying;
- deliberate attempts to circumvent the school's secure phone pouch system, including the use of a second phone, dummy phone, unlocking device or magnet.

The school will always act proportionately but will not hesitate to involve external agencies where required.

Sanctions Framework

The following sanctions provide guidance for the consistent implementation of this policy. Individual circumstances will always be considered, and sanctions may be escalated where behaviour is persistent, deliberate or poses a safeguarding risk.

Offence	Description / Example	Suggested Sanction
Forgotten pouch	Student arrives without their issued secure phone pouch.	First occasion: Reminder and temporary pouch issued; parent/carer informed where appropriate. Repeated occasions: Detention and parent/carer contact. Persistent incidents managed under the Behaviour Policy.
Phone accessible during the school day	Phone in pocket, blazer, bag or otherwise accessible outside the locked pouch.	Confiscation; RESET placement; behaviour record. Repeated incidents may require parent/carer collection and further sanctions.
Dummy phone or substitute object	Calculator, old handset or other object placed in the pouch instead of the actual phone.	Confiscation; RESET placement; parent/carer meeting. Regarded as deliberate circumvention of school procedures.
Possession of a second phone	Carrying an additional mobile phone or concealed communication device.	Serious misconduct. Confiscation; RESET or suspension depending upon circumstances; parent/carer meeting.
Possession of an unlocking device or magnet	Possessing a magnet, detach or other device intended to open the pouch.	Confiscation; RESET; parent/carer informed. Suspension may be considered.
Tampering with or damaging the pouch	Cutting, forcing, damaging or attempting to unlock the pouch.	RESET or suspension depending upon severity; parent/carer meeting; replacement costs charged where appropriate.
Deliberate circumvention of the system	Any intentional attempt to undermine the secure pouch system.	Serious breach of trust. Sanctions may include RESET, suspension and parent/carer meeting.
Filming or photographing without permission	Recording or photographing any member of the school community without authorisation.	Immediate confiscation; safeguarding investigation; parent/carer informed; suspension may be imposed; police involvement where appropriate.
Sharing or distributing unauthorised images or videos	Uploading or distributing images or recordings involving members of the school community without permission.	Serious safeguarding matter. Investigation under Behaviour and Safeguarding Policies; suspension likely; police or external agency referral where appropriate.

Persistent refusal to comply	Repeated refusal to follow this policy despite previous interventions.	Escalation under the Behaviour Policy, including parent/carer meetings, behaviour contract, suspension and, in exceptional circumstances, consideration of permanent exclusion.
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6. Use of Mobile Phones by Parents, Carers, Volunteers and Visitors

Madeley School believes that the successful implementation of this policy depends upon a strong partnership between school and home. Parents, carers, volunteers and visitors play an important role in supporting a learning environment where pupils do not have access to personal mobile phones during the school day.

All adults visiting the school are expected to respect and support the school's approach and to model the behaviours that we seek to develop in our pupils.

6.1 Parents and Carers

Parents and carers are encouraged to:

- discuss this policy positively with their child;
- reinforce the educational rationale behind the school's approach;
- encourage responsible and healthy use of technology outside school;
- ensure that pupils bring their issued secure pouch to school each day;
- support the school's behaviour expectations where sanctions are necessary.

Parents should recognise that this policy is designed to maximise learning, strengthen safeguarding and promote pupil wellbeing rather than simply regulate the use of mobile phones.

Contacting Pupils During the School Day

Parents and carers should use the **school office** as the first point of contact if they need to communicate with their child during the school day.

Parents should **not** attempt to contact pupils directly on their personal mobile phone during the school day, as pupils will not have access to their device.

Where a message is urgent, the school will ensure that it is passed to the pupil promptly. Likewise, where a pupil needs to contact home, appropriate arrangements will always be made through the school.

6.2 Visitors, Volunteers and Contractors

Visitors, volunteers, Academy Councillors, contractors and any other adults working on behalf of the school are expected to support this policy whilst on the school site.

Unless required for legitimate professional purposes, mobile phones should not be used:

- whilst working directly with pupils;

- within classrooms or learning environments;
- during assemblies or school activities;
- in any manner that distracts from the safe supervision of pupils.

Where personal phone use is necessary, it should take place discreetly and, wherever possible, away from pupils.

6.3 Photography and Recording

The safeguarding and privacy of pupils is of paramount importance.

Accordingly, parents, visitors and volunteers must not:

- photograph or film pupils without appropriate authorisation;
- photograph or record groups of pupils where their own child is not the primary subject;
- publish or share photographs or recordings of pupils or staff on social media or other online platforms without appropriate consent;
- make audio recordings of lessons, meetings or school activities without the express permission of the school.

At public events such as performances, celebrations or sports events, the school may permit parents to take photographs or videos of their own child for personal family use. Such images or recordings must not be used in a manner that compromises the privacy or safeguarding of other pupils.

6.4 Educational Visits

Parents or volunteers supporting educational visits or residential activities are expected to follow the same standards of professional conduct.

They must not:

- use personal mobile phones to contact other parents regarding pupils during the visit unless authorised by the trip leader;
- take photographs or recordings of pupils using personal devices unless specifically authorised by the school;
- share information, photographs or videos relating to the visit on social media whilst the visit is taking place.

Any concerns regarding pupil behaviour or misuse of mobile phones should be referred immediately to the member of staff leading the visit. Volunteers do not have the authority to search or confiscate devices and should not attempt to do so.

6.5 Communication of this Policy

The school will communicate the expectations of this policy through:

- parent communications;
- the school website;

- pupil assemblies and tutor programmes;
- visitor information and reception procedures;
- staff induction and training.

By working together, Madeley School and its families can create a calm, focused and distraction-free environment in which every pupil has the best opportunity to succeed.

7. Loss, Theft or Damage

Madeley School permits pupils to bring a personal mobile phone to school for their journey to and from school. The responsibility for bringing such a device to school remains with the pupil and their parent or carer.

To support the secure operation of this policy, every pupil will be issued with a **Madeley-approved secure lockable phone pouch**. The pouch remains the property of the school and must be brought to school each day.

7.1 Responsibility for Mobile Phones

Pupils are expected to:

- ensure that their mobile phone is clearly identifiable and protected by an appropriate PIN code or password;
- place their phone into their issued secure pouch immediately upon arrival at school;
- keep the pouch in their possession throughout the school day;
- take reasonable care of both their phone and the issued pouch.

Staff are similarly expected to secure their own personal and work-issued devices appropriately and to comply with all data protection and safeguarding requirements.

7.2 Loss, Theft or Damage

While the school will take reasonable steps to promote the safe storage of mobile phones through the secure pouch system, **Madeley School cannot accept responsibility for the loss, theft or accidental damage of personal mobile phones:**

- on the school site;
- whilst travelling to or from school;
- during educational visits or residential activities; or
- whilst participating in any school activity where the phone remains the personal property of the pupil.

Parents and carers should therefore ensure that pupils only bring devices that they are comfortable bringing into a school environment and that appropriate insurance arrangements are in place where necessary.

7.3 Secure Phone Pouches

The secure pouch system has been introduced to protect pupils' devices whilst ensuring they remain inaccessible during the school day.

The pouch should be treated in the same way as any other item of school equipment.

Pupils must not:

- deliberately damage the pouch;
- attempt to cut or force it open;
- tamper with the locking mechanism;
- exchange pouches with another pupil.

Deliberate damage or misuse will be dealt with in accordance with the Behaviour Policy and may result in the cost of replacement being charged where appropriate.

7.4 Replacement of Lost or Damaged Pouches

If a pouch is lost, damaged or no longer serviceable, it must be reported to the school immediately.

Where replacement is required due to loss or damage beyond normal wear and tear, parents or carers may be required to obtain a replacement.

To simplify this process, Madeley School utilises the **UK Phone Pouches Parent Serve™ Online Store**, allowing parents and carers to order replacement pouches directly through the provider. This system removes the need for the school to purchase, store or administer replacement stock and enables replacements to be obtained efficiently.

Details of the online ordering process will be provided to parents and published on the school website.

7.5 Confiscated Devices

Where a mobile phone is confiscated under this policy, it will be stored securely by the school until it is returned in accordance with the school's Behaviour Policy and associated procedures.

Confiscated devices will be kept in a secure location with access restricted to authorised staff.

Depending on the circumstances of the incident, the school may require collection by a parent or carer rather than returning the device directly to the pupil.

7.6 Lost Property

Any mobile phone or secure pouch found on the school site should be handed immediately to the School Office or Reception.

The school will make reasonable efforts to identify and contact the owner; however, responsibility for the security of personal property ultimately remains with the individual pupil.

8. Monitoring and Review

Madeley School is committed to ensuring that this policy has a positive impact on pupils' learning, behaviour, safeguarding and wellbeing. The school recognises that the success of this policy will be measured not simply by compliance, but by the extent to which it contributes to a calm, focused and distraction-free learning environment.

The implementation and effectiveness of this policy will be monitored regularly by the Senior Leadership Team and reviewed as part of the school's wider approach to behaviour, safeguarding and personal development.

8.1 Monitoring

The school will monitor the implementation of this policy through:

- behaviour records relating to mobile phone incidents;
- safeguarding records and concerns linked to mobile phone use;
- records of confiscations and sanctions;
- pupil voice activities and surveys;
- parent and carer feedback;
- staff feedback;
- learning walks and quality assurance activities;
- attendance, engagement and wellbeing indicators where relevant.

Attention will be given to identifying whether the policy is contributing to:

- improved classroom focus and engagement;
- reduced low-level disruption;
- improved social interaction between pupils;
- reduced safeguarding concerns relating to mobile phone use;
- increased consistency in the application of behaviour expectations.

8.2 Review

This policy will be reviewed annually, or sooner where:

- there are significant changes to legislation or Department for Education guidance;
- operational improvements are identified;
- safeguarding considerations require amendment;
- feedback indicates that changes should be considered.

The review process will take account of:

- feedback from pupils;
- feedback from parents and carers;

- feedback from staff;
- behaviour and safeguarding data;
- relevant Department for Education guidance;
- advice from the Local Authority, Shaw Education Trust and other relevant organisations.

8.3 Raising Concerns

Any concerns regarding the implementation of this policy should be raised in the first instance with:

Senior Assistant Principal (Behaviour & Culture)

Madeley School
Newcastle Road
Madeley
Crewe
CW3 9JJ

or via:

office@madeley.set.org

Where concerns relate to safeguarding matters, these should be reported immediately in accordance with the school's Safeguarding and Child Protection Policy.

8.4 Academy Council Oversight

The Academy Council will receive appropriate information regarding the implementation and impact of this policy as part of its wider responsibilities for behaviour, safeguarding and the quality of education.

The Academy Council will:

- review the effectiveness of the policy through reports provided by school leaders;
- provide appropriate support and challenge regarding implementation;
- satisfy itself that the policy remains compliant with legislation and good practice;
- ensure that the policy continues to support the school's vision, values and commitment to **Inspiring Excellence**.

8.5 Final Statement

Madeley School is committed to ensuring that pupils are fully present, fully engaged and fully able to benefit from every aspect of school life.

This policy is not intended to remove technology from young people's lives.

It is intended to protect something even more valuable:

- attention;

- learning;
- wellbeing;
- friendship;
- opportunity.

By ensuring that pupils do not have access to personal mobile phones during the school day, we create the conditions in which every child can thrive.

Policy Review:

Review Date: June 2026

Next review Date: June 2027

Mr L Nixon (Principal) & Mrs C Nicoll (Chair of the Academy Council)