



ORMSKIRK SCHOOL MOBILE PHONE PROCEDURE SEPTEMBER 2026 - AUGUST 2027

Introduction

Endeavour Learning Trust's Behaviour Policy states the following:

5. Mobile phones

All our schools prohibit the use of mobile phones during school hours, unless they are required for an identified purpose, e.g. needed for a medical condition, required for caring responsibilities, or to provide information to staff in relation to online incidents.

Pupils who bring mobile phones to school for use whilst travelling to and from school must ensure they are switched off and stored safely and securely during school hours.

Our procedure sets out how we achieve this at Ormskirk School, in accordance with the Department for Education's statutory guidance 'Mobile phones in schools' (June 2006), which requires the following:

All schools should be mobile phone-free environments by default; anything other than this should be by exception only.

Approach

We use phone locker pouches to secure pupils' mobile phones during the school day. This approach was developed in consultation with pupils, families and staff in spring and summer 2026, taking effect from 1st September 2026.

All pupils have been provided with a phone locker pouch free-of-charge, as will any pupil who joins our school during this academic year. For pupils who join the school September 2027, families will need to purchase a phone locker pouch.

Our phone locker pouches have a magnetic lock which, once secured, must be opened with one of the bespoke magnets that we have available at the front of school. These pouches also block all signals to and from the mobile phone.

Pupils who have a medical condition which requires communication between their mobile phone and a medical device use an adapted model of phone locker pouch that does not block mobile phone signal.

If a parent/carer needs to pass a message to their child during the school day, this is done via the school switchboard. If a pupil needs to contact their parent/carer, this is done using a member of staff's landline phone and is supervised by that staff member.

Process

Upon entry to school, staff supervise each pupil placing their mobile phone in their pouch, which the pupil then locks. This is the case for all pupils without exception, including those who arrive late.

If a pupil reports that they do not have their phone, a member of staff will use a handheld metal detecting 'wand' to check the pupils' bag and pockets from the outside. The pupil will then be issued with a day pass to keep in their phone pouch.

(We are developing a system for parents to pre-report if their child is not bringing in a mobile phone for an extended period or at all. We will update parents and carers about this once it is in place.)

Pouches are part of our compulsory school equipment. Therefore, if a pupil does not have their pouch, this is followed up by their Form Tutor in the same way as for any other piece of equipment.

Upon leaving school, pupils use one of the magnets at the front of school to unlock their pouch. Pupils attending after school clubs are allowed to go and unlock their pouch before going to the club.

Exceptions

Limited use of mobile phone cameras is an essential part of two curriculum areas, Art & Photography and Design Technology. The Heads of Department for these subjects have access to handheld magnets, which they use to unlock pupils' pouches when needed. Staff ensure that phones are locked in pouches again before the end of the lesson.

When pupils take part in educational visits, sports away fixtures or any other off-site school activity, staff leading the trip either: permit pupils to not use their pouches (eg the Alton Towers rewards trip); permit pupils to unlock their pouches prior to departure (eg an away fixture that begins during the school day and from which pupils are making their own way home); or, a staff member takes a handheld magnet for use in the event that pupils need to access their mobile phones (eg to phone parents because an educational visit is returning later than planned).

Confiscation

If a pupil is found to have a mobile phone that is not locked in their pouch at any point during the school day, the phone is confiscated by a member of staff and stored securely at the school until 15:15 the following school day.

In the event that the pupil has two phones (one locked in their pouch and one not), both phones are confiscated until 15:15 the following school day.

Upon confiscation, a member of staff contacts the pupil's parent/carer to notify them of this. The staff member offers for the pupil to be loaned a school mobile phone, which can only be used to make 999 calls and to receive calls. The pupil's parent/carer is given the phone number.

(Please note that if the confiscation takes place on Friday, the phone/s is not returned until 15:15 on Monday.)

Lost or Damaged Pouches

If a pupil loses their pouch or damages it so that it cannot be used, we require that their parent/carer purchases a replacement at the cost price (currently £25).

Other Devices

We do permit pupils to wear smart watches in school, but only for the purpose of telling the time. If a pupil uses their smart watch in any other way, it is confiscated and stored securely by the school until it can be collected by the pupil's parent/carer or another adult nominated by the parent/carer.

We do not permit pupils to wear any type of earphone/headphone in school, except when issued by the school (or an external agency) as part of an activity or to meet a special educational need. If a pupil is wearing an earphone/headphone without permission to do so, the item/s is confiscated and stored securely by the school until it can be collected by the pupil's parent/carer or another adult nominated by the parent/carer.

We do not permit pupils to wear smart glasses in any circumstances, due to the safeguarding risks they pose for pupils and staff. If a pupil is found to be wearing smart glasses, they are confiscated by a member of our safeguarding team, who will liaise with the pupil's parent/carer about their return, following a full investigation of how the pupil has used them in school.