



## Mobile Phones Policy

|                |                       |                             |
|----------------|-----------------------|-----------------------------|
| Applicable to: | ✓                     | Seaton Valley High School   |
|                | ✓                     | Seaton Sluice Middle School |
|                | ✓                     | Whytrig Middle School       |
| Approval body: | Executive Headteacher |                             |

### Status:

|                              |                             |
|------------------------------|-----------------------------|
| Statutory policy or document | Yes                         |
| Review frequency             | Governing Body to determine |
| Approval by                  | Governing Body to determine |

### Publication:

|                                                    |     |
|----------------------------------------------------|-----|
| Statutory requirement to publish on school website | No  |
| Agreed to publish on school website                | Yes |

### Review:

|           |                 |
|-----------|-----------------|
| Frequency | Next Review Due |
| Annually  | Summer 2027     |

### Version Control:

| Author                 | Creation Date | Version | Status                                                                                                                                             |
|------------------------|---------------|---------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Director (BW) | 15 June 2026  | 0.1     | Initial draft based on The Key model policy (June 2026)                                                                                            |
| Changed by             | Revision Date |         |                                                                                                                                                    |
| Business Director (BW) | 29 June 2026  | 1.0     | Final approved version for publication                                                                                                             |
| Business Director (BW) | 30 July 2026  | 1.1     | Further clarification at 2.1 in line with The Key model policy (July 2026), and updated 5.2 to reflect the mandatory use of secure pouches in SVHS |
|                        |               |         |                                                                                                                                                    |

## 1 Introduction and aims

### 1.1 The federation's Mobile Phones Policy aims to:

- ensure our environment is mobile phone-free by default
- ensure the safe, responsible and lawful use of mobile phones, where applicable
- provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- support the federation's other policies, especially those related to child protection and behaviour

### 1.2 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
- risk of theft, loss, or damage
- appropriate use of technology for learning purposes

### 1.3 Note: throughout this policy, 'mobile phones' refers to mobile phones and other devices with communications and smart technology e.g. smart watches which can be used to send and receive text and voice messages, make calls and listen to music.

## 2 Relevant guidance

### 2.1 This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education's [Mobile phones in schools](#) and [Behaviour in schools](#) guidance, as well as [Keeping children safe in education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

## 3 Roles and responsibilities

### 3.1 The **full governing body** is responsible for reviewing this policy every year.

### 3.2 The **Executive Headteacher** is responsible for monitoring the policy and holding staff and pupils accountable for its implementation.

### 3.3 **All staff** (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently. Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

### 3.4 **Volunteers**, or anyone else otherwise engaged by the federation, must alert a member of staff if they witness, or are aware of, a breach of this policy.

## 4 Use of mobile phones by staff

### 4.1 Staff (including volunteers, contractors and anyone else otherwise engaged by the federation) should not use federation equipment or personal mobile phones and laptops for personal use in school hours and/or in front of pupils. They must also not use personal mobile phones or cameras to take pictures of pupils.

## 5 Use of mobile phones by pupils

5.1 Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

5.2 The federation operates a strict "Not Seen, Not Heard" policy as follows:

- **Storage:** Pupils are strongly encouraged to leave their mobile phones at home. If they must bring them for safety reasons on their journey to and from school, the device must be switched completely off and:
  - for Years 5 to 8, handed in at the beginning of the day; pupils will only be allowed to collect their device again at the end of the day.
  - for Years 9 to 11, locked in a secure pouch; students must purchase an approved pouch from the school (one-off cost of £12.00)
- **The School Day:** This policy applies to the entirety of the school day, including all lessons, transitions between classrooms, morning registration, break times, and lunchtimes.
- **Confiscation:** Any mobile phone that is seen or heard (including vibrating or visible in a pocket) will be immediately confiscated by a member of staff, in line with [sections 91 and 94 of the Education and Inspections Act 2006](#).
- **Parental Collection:** Confiscated phones will be securely stored in the school office. They will not be returned to the pupil. A parent/carer will be required to come to the school premises to collect the device.
- **Refusal to Hand Over:** Staff have the statutory power to search for and confiscate prohibited items. Any pupil who refuses to hand over a mobile phone when requested will be issued immediate and severe sanctions for defiance, in line with their school's Behaviour Policy.

5.3 Pupils will 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 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 will be encouraged to see a mobile-phone free environment as desirable and valuable.

### Exemptions

5.4 We understand that certain exceptions must be made under the law, such as for students who require access to a continuous glucose monitor or other medical devices. Parents/carers of pupils with a verified medical condition that requires access to their phone should contact [studentmedication@svf.org.uk](mailto:studentmedication@svf.org.uk) to arrange appropriate medical adjustments.

### Sixth Form

5.5 Sixth Form students are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

5.6 Therefore, they are only permitted to use their mobile phones or smart devices out of sight of younger pupils, and outside of lessons. Misuse of mobile phones or other devices by Sixth Form students will lead to sanctions according to the school's Behaviour Policy.

## Sanctions

5.7 The default position for sanctions is that any mobile phone that is seen or heard (including vibrating or visible in a pocket) will be immediately confiscated by a member of staff, in line with [sections 91 and 94 of the Education and Inspections Act 2006](#). However, in each case the sanction given must be reasonable and proportionate. The school will therefore also consider whether:

- there are any relevant special circumstances (for example, age, religious requirements, special educational needs or disability)
- the pupil's behaviour may indicate they may be suffering, or at risk of, harm; if this is suspected, staff will follow the appropriate procedure set out in the federation's Child Protection Policy, which including speaking with the Designated Safeguarding Lead (DSL) or deputy to consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

## **6 Use of mobile phones by parents/carers, volunteers and visitors**

6.1 Parents/carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

6.2 Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day. This means:

- not taking pictures or recordings of pupils, unless at a public event (such as a school fair), or of their own child
- using any photographs or recordings for personal use only, and not posting on social media without consent
- not using phones in lessons, when working with pupils or while children are present

6.3 Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

6.4 Parents/carers or volunteers supervising school trips or residential visits must not:

- use their phone to make contact with other parents/carers
- take photos or recordings of pupils, their work, or anything else that could identify a pupil

6.5 Parents/carers or volunteers supervising trips are also responsible for enforcing the federation's policy for pupils using their phones, as set out above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

6.6 Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

## **7 Loss, theft or damage**

7.1 Pupils bringing mobile phones to school must ensure that their phones are appropriately labelled, ready to be stored away securely when not in use during the

school day.

- 7.2 Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.
- 7.3 The federation accepts no responsibility for mobile phones 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.
- 7.4 Confiscated phones will be stored in the school office in a locked cabinet.
- 7.5 Lost phones should be returned to the school office, who will then attempt to contact the owner.