

## **Mobile Phone Policy**

<b>Date of Policy</b>	1 <sup>st</sup> September 2025
<b>Review Cycle</b>	Annual
<b>Author(s)</b>	Headteacher/DHT Pastoral/AHT Culture and Behaviour
<b>Approved By</b>	Full Governing Body
<b>Date of Approval</b>	29 <sup>th</sup> September 2025

<b>1.</b>	<b>Policy</b>	<b>Statement</b>
	At Rudheath Senior Academy, we are committed to providing a safe, focused, and supportive learning environment for all our students. To achieve this, our school operates as a phone-free school for all students aged 11-16 during the school day. This policy aims to remove the distractions and safeguarding risks associated with mobile phone use during the school day.	

<b>2.</b>	<b>Rationale</b>
<ul style="list-style-type: none"> <li>• Safeguarding: Reduces risks of cyberbullying, inappropriate content, and online peer pressure.</li> <li>• Wellbeing: Supports positive mental health and social interaction.</li> <li>• Learning Focus: Minimises classroom disruption and maximises engagement.</li> </ul>	

<b>3.</b>	<b>Policy</b>	<b>Scope</b>
	This policy applies to all students during the school day while on site. Use while involved in school activities, clubs, and trips, unless specified otherwise by staff, are also covered by this policy.	

#### **4. Expectations**

- Students may bring their mobile phones to school if necessary for travel/safety.
- On arrival, all students are expected to switch off devices and place them in their personal lockable phone pouch. School will provide one for each student.
- Students are expected to place their phones into the lockable pouch upon entry to the school site. Once on site, phones are securely stored in the phone pouch.
- Pouches are to remain locked and in the student's possession throughout the school day.
- Phones must not be removed from the pouch during the school day.
- At the end of the day, students unlock their pouches using the lockbox provided.
- The school will not accept responsibility for any loss, damage, or theft of mobile phones.
- Lost and damaged pouches should be replaced by parents/carers and are available for purchase from the school's reception.

#### **5. Procedures**

##### **5.1 For Students:**

- On arrival before entering the school site, phone pouches are unlocked, and phones are placed in the lockable pouch and securely locked. There are multiple lock boxes on the wall to support with opening the phone pouches before students enter the site.
- Locked phone pouches are to remain with students throughout the day as they are the responsibility of the students.
- At the end of the day, unlock your pouch in your tutor base, before leaving school premises.
- Any attempt to open, tamper with, or use the phone/pouch during the school day will be treated as a breach of policy. This will result in a level 4 behavior log and appropriate steps taken as per the Culture and Relationships Policy.

##### **5.2 For Staff:**

- Supervise entry into school and support students in opening their pouches and placing their phones in the lockable pouches for the day.
- Challenge any student seen using a phone or with an unlocked pouch during the day. This is logged as a Level 4 behavior and the student's phone is to be taken and locked away in a secure box, to be collected at the end of the day from the Pastoral Hub, after a 30-minute detention.

### **5.3 For Parents/Carers:**

- Ensure your child brings their phone pouch to school every day as part of their uniform and equipment, in line with school guidance.
- Support your child to follow the pouch procedure, to ensure a mobile detox environment
- For urgent messages, contact reception.

### **6. Sanctions**

- First breach – A detention will be issued, phone confiscated and placed in the Pastoral office, in a lockable safety box. A level 4 behaviour is logged, and a detention is set.
- Repeated breaches – phone held until parent/carer collects it. Further sanctions may apply in line with the Behaviour Policy.

### **7. Exceptions**

- Students who need to use a smart phone to monitor diabetes are exempt from this policy.
- Any other requests for exceptions (e.g. medical needs) must be made in writing to the Headteacher and Deputy Headteacher and will be considered on a case-by-case basis.

### **8. Staff Use of Mobile Phones**

#### **8.1 Personal Mobile Phones**

- Staff should not use personal mobile phones during lessons, when supervising students, or in any area where students are present, except in emergencies or if using for work related purposes.
- Personal mobile phones should be kept on silent and out of sight during teaching hours, unless using for work related purposes
- Personal mobile phones may not be used to take photographs or videos of students.

#### **8.2 Work Mobile Phones**

- School-provided work mobile phones may be issued for specific professional use (e.g. educational visits, site management, emergency contact).
- Staff may only use work mobile phones to take photographs or videos of students if this is required for educational purposes and should ensure all images are stored and managed according to the school's data protection procedures.

#### **8.3 Safeguarding and Professionalism**

- Any misuse of personal or work mobile phones will be managed in line with the school's staff code of conduct and disciplinary policy.
- Staff are expected to act as role models, upholding and modelling the school's mobile phone expectations.

## **9. School trips**

Students may be permitted to use their mobile phones on school trips. This will be at the discretion of the trip lead and parents and carers will be informed of this as part of usual trip information.

## **10. References**

- Department for Education (DfE), 2024. Mobile Phones in Schools: Guidance for Schools on Developing and Implementing a Mobile Phone Policy.
- The Key, 2024. Managing mobile phones in school
- DfE, 2022. Behaviour in schools: advice for headteachers and school staff
- Keeping Children Safe in Education (KCSIE), 2024 Statutory guidance for schools and colleges
- Smartphone Free Childhood, 2024. Smartphone Free Childhood campaign website

## **Appendix A: Summary of the Smartphone Free Childhood Campaign**

### **What is Smartphone Free Childhood?**

The Smartphone Free Childhood campaign is a national, parent-led movement advocating for children to grow up without personal access to smartphones. The campaign encourages families and schools to delay smartphone ownership for children, highlighting the risks associated with early and unrestricted use.

### **Campaign Aims**

- Promote child wellbeing: Reduce exposure to online harms such as cyberbullying, inappropriate content, and addictive behaviours.
- Encourage healthy development: Support children in building social skills, resilience, and independence without the distractions or pressures of smartphone use.
- Empower parents and schools: Provide resources, advice, and a supportive community for families and educators taking a stand against early smartphone adoption.

### **Key Messages**

- Early access to smartphones can impact children's mental health, concentration, and social relationships.
- Delaying smartphone use can help protect children during formative years, supporting healthier development both in and out of school.
- Schools and parents working together create a stronger, more consistent message for children about safe and appropriate technology use.

### **Further Information**

For more about the campaign, including resources and parent guides, visit: Smartphone Free Childhood campaign website.