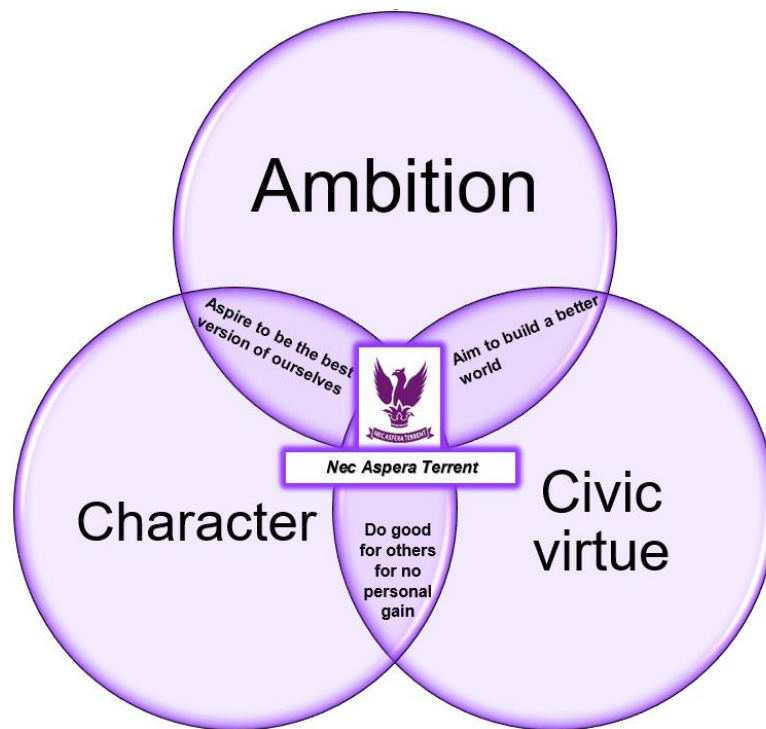




# DRAYTON MANOR HIGH SCHOOL

## MOBILE PHONE POLICY



Ratified by the Full Governing Body: 2 October 2025  
Date of Next Review: October 2026

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## 1. INTRODUCTION AND AIMS

This policy sets out the school's framework for determining what is 'acceptable' and 'unacceptable' regarding the use of mobile technology by students while they are at School.

The purpose of this policy is to prevent unacceptable use of mobile phones by students and thereby to protect the school's staff and students from undesirable materials, filming, intimidation or harassment. This policy will operate in conjunction with other policies including the E-Safety Policy and Behaviour Policy. It is recognised that these documents must be reviewed and revised regularly in response to developments on technology.

Our policy aims to

- promote safe and responsible phone use to students
- preserve the calm, focused and harmonious learning environment of the school where students thrive in the classroom
- set clear guidelines for the use of mobile phones for students, staff, Parents/Carers and visitors
- support the school's other policies, especially those related to Child Protection and Safeguarding and the Behaviour Policy.

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

## 2. THE POLICY

Students in Years 7-11 are not permitted to use a smart phone or watch in school or in the vicinity of the school at the beginning or end of the day. If a mobile phone is seen or heard by a member of staff, it will be confiscated. Watches must be traditional analog or digital and not contain apps, games or similar.

The school understands and recognises that some Parents/Carers will wish for their child to carry a mobile phone to school for safety and communication outside of school hours.

Only approved non-smart phone models are permitted in school providing they are not seen, are turned off and kept in a student's bag throughout the day.

Communications between Parents/Carers and students during the school day should only occur through the school's official communication channels. Should a Parent/Carer urgently need to contact their child, they should do so via Main Reception. Should any student urgently need to contact home, they must report to their Head of Year or Student Reception.

Students can expect the following sanction for having their mobile phone confiscated in school

If a student persistently fails to abide by the school rules and code of conduct, he/she will place themselves at risk of suspension. Any student who refuses to hand over a mobile phone when requested to do so will be referred to a member of the Senior Leadership Team and the refusal will be treated as a serious disciplinary matter.

As young adults, Sixth Form students are permitted to use mobile phones within the Sixth Form Centre only. Sixth Form students must not use their phone in any other area of the school. Failure to follow these rules will result in the phone being confiscated.

It should be noted that smartphones are strictly prohibited for students in Years 7 to 11. If a smartphone is confiscated, an educational conversation will be scheduled with the student and the parents/carers during which the expectations will be laid out that such devices are not permitted on the site. Parents/carers will be expected to arrange for a non-smartphone device for their child or to borrow a school non-smartphone device which is lent to students for the duration of their school career at no cost for the handset.

### **First Offence**

- The phone will be confiscated
- The Parent/Carer will be able to collect the mobile phone from student reception with a pre-arranged appointment after 4.00pm, or as soon as the school is reasonably able to arrange with the Parent/Carer for it to be picked up, ordinarily at the end of the week
- Sanction set in accordance with the Behaviour Policy. This could range from a Senior Detention dependent upon the nature of the incident and any wider issues including whether the device was a smartphone.

### **Second Offence**

- The phone will be confiscated.
- The Parent/Carer will be able to collect the mobile phone following a meeting with the Head of Year and/or year Group SLT Link at a pre-arranged appointment. If the mobile phone is not
- Sanction set in accordance with the Behaviour Policy which could include a placement in the Focus Room depending on the nature of the incident and surrounding issues, including whether the device was a smartphone.

### **Third Offence**

- The phone will be confiscated.
- The Parent/Carer will be able to collect the mobile phone following a meeting with the Deputy Head (Behaviour) at a pre-arranged appointment.
- Sanction set in accordance with the Behaviour Policy which could include a placement in the Focus Room or a suspension depending on the nature of the incident and surrounding issues, including whether the device was a smartphone.

### **Confiscation of a Mobile Phone**

The member of staff confiscating the mobile phone should

- urgently and as soon as practicable, take the mobile phone straight to Student Reception for safe storage by a member of the Pastoral Team
- clearly communicate to the receiving Pastoral Team member the full name of the student and their tutor group
- urgently and as soon as practicable, inform the Head of Year/Deputy Head of Year in writing of the circumstances

The member of the Pastoral Team should

- place the mobile phone into an envelope
- label the envelope with the following details
  - name of student
  - Tutor Group
  - date and time of Mobile Phone Confiscation
  - name of Teacher who Confiscated the Mobile Phone
- lock the mobile phone in a place of safe keeping
- record the time and date of the confiscation on SIMS and added this to the student's school behaviour record and the appropriate sanction added
- inform the Year Team (Head of Year and Deputy Head of Year) about the confiscation
- as soon as is practicable and usually before the end of the day, telephone the Parent/Carer to
  - a) inform them their child's mobile phone has been confiscated

- b) offer them the opportunity for the child to be supervised until the Parent/Carer picks them up
- c) offer a non-smart phone loan replacement until a time can be arranged for the mobile phone to be collected by the Parent/Carer

In accordance with the Behaviour Policy, the school reserves the right to search the content of a confiscated device where there is a reasonable suspicion that it may contain undesirable material, including those which involve misconduct, violence or bullying.

Staff have the authority to search a student's phone in accordance with Department for Education (DfE) guidelines on Searching, Screening and Confiscation. Under the Headteacher or Designated Safeguarding Lead's direction, only the Safeguarding Team (DSL and Deputy DDSL's), pastoral staff (Heads of Year/Deputy Heads of Year) or senior staff can search a student's phone if they suspect it has been used to cause harm, commit an offence or contains inappropriate images.

All phone searches must be authorised by the Headteacher and/or Designated Safeguarding Lead (DSL).

Staff completing a search of a mobile phone should have a member of the Safeguarding Team (DSL, or Deputy DSL) or Senior Leadership Team present as the search is taking place.

Certain behaviours, including bullying and harassment, may be referred to the Police if they are considered to be in breach of UK law. Drayton Manor High School takes such matters very seriously and will involve the police or other agencies when necessary. This includes, but is not limited to

- the consensual or non-consensual sharing of nude or semi-nude images or videos
- upskirting
- threats of violence, abusive calls, emails, social media posts, or texts targeting someone based on ethnicity, religious beliefs, sexual orientation

### **3. RELEVANT GUIDANCE**

This policy meets the requirements of the Department for Education's mobile phone guidance and behaviour guidance (February 2024). Further guidance that should be considered alongside this policy is Keeping Children Safe in Education (2025) and Searching, Screening and Confiscation – Advice for Schools (2022).

### **4. ROLES AND RESPONSIBILITIES**

#### **Staff**

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

The Designated Safeguarding Lead and Deputy Designated Safeguarding Lead (Digital) are responsible for monitoring the policy every year, reviewing it and holding staff and students accountable for its implementation.

Staff will address any questions or concerns from Parents/Carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

#### **Staff Use of Personal Mobile Phones at School**

Staff should not use their mobile phone for personal reasons in front of students throughout the school day or during off-site activities for personal reasons. Use of personal mobile phones must be restricted to non-contact time and to areas of the school where students are not present (such as the staffroom).

There may be circumstances in which it may be appropriate for a member of staff to have use of their mobile phone during contact time for personal reasons. For instance (this list is non-exhaustive)

- for emergency contact by their child, or their child's school
- in the case of acutely ill dependent or family member

The Headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 020 8357 1900 as a point of emergency contact.

### **Using Personal Phones for Work**

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to

- sending and reading work related emails
- to use multi-factor authentication to access online platforms

In these circumstances, staff will

- use their mobile phones in an appropriate and professional manner within a staff area, in line with our staff code of conduct
- refrain from using their phones to contact Parents/Carers. If necessary, contact must be made via the school office.

## **5. USE OF MOBILE PHONES BY PARENTS/CARERS AND VISITORS**

Parents/Carers and visitors (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 students
- using any photographs or recordings for personal use only, and not posting on social media without consent
- not using phones in lessons, or when working with students

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

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.

## **6. SAFEGUARDING AND MOBILE PHONES**

Staff must not give their personal contact details to Parents/Carers or students, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or students.

Staff must not use their personal mobile phones to take photographs or recordings of students, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. iPads and other equipment are available from the IT Department.

Staff are permitted to use their mobile phone to access classroom apps, like satchel one. However, staff should not use their mobile phone in the presence of students for such purposes. This should take place during non-contact time.

## **7. LOSS, THEFT OR DAMAGE**

As outlined in the DfE guidance (February 2024), the school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school. Clarification on the liabilities on schools on this matter can be found in the DfE guidance on Searching, Screening or Confiscation (2022).

Confiscated phones will be stored in Student Reception in a locked cabinet.

Lost phones should be returned to Student Reception. The school will then attempt to contact the owner.

## **8. ADAPTATIONS AND REASONABLE ADJUSTMENTS**

Drayton Manor recognises its responsibilities under the Equalities Act 2010. To that end, there may be circumstances whereby the school will make reasonable adjustments to this policy for specific circumstances.

## **9. OTHER RELEVANT POLICIES**

This policy compliments and supports a range of other policies and guidance and should therefore be read in conjunction with

- Child Protection and Safeguarding Children policy
- Managing of Allegations against staff
- Online safety policy
- Acceptable use policy
- Behaviour policy
- Staff code of conduct
- Home School Agreement
- Sixth Form Code of Conduct
- Equal Opportunities Policy