



## **Mobile Phone Policy**

The following policy is in direct response to the pupil and parent questionnaire that was issued in July 2025. The following points support our approach to the Mobile Phone Policy:

- 72% of pupils use their mobile phones more than two hours
- 58% of parents reported that their biggest concerns around mobile phone use is distraction to lessons and cyber bullying.
- 59% of pupils have said they have experienced disruption to learning due to a mobile phone incident in school
- 87% of pupils said that they primarily use their mobile phone for playing games, social media and messaging friends.

### **Introduction and aims**

At Portchester Community School we acknowledge that mobile phones and similar devices, such as smartphones, play a significant role in the lives of our pupils, parents/carers and staff, as well as the broader school community.

Our school aims to nurture an environment that is calm, safe, and free from distractions so that all pupils, regardless of their background, can learn and thrive.

One of the biggest challenges that schools face today is the prevalence of mobile phones. Nationally, by the age of 12, according to the DFE guidance 97% of pupils own a mobile phone. This can lead to unnecessary distractions, disruptions, and diversions. It is important to eliminate these distractions so that pupils can fully engage in their learning. Banning mobile phones at school during the school day can create a safe environment that protects pupils from the risks and dangers associated with social media and cyber-bullying, as well as the peer pressure and potential stigma linked to owning inexpensive devices. By removing mobile phones, pupils can spend more time being active and socialising face-to-face with their peers; activities that positively impact upon their wellbeing and personal development.

Policy aims:

- To set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- To support the school's other policies, especially those related to child protection (safeguarding) and behaviour

Note: Throughout this policy, 'mobile phones' refer to mobile phones and similar items (electronic ear phones etc.).

This policy meets the requirements of:

- The Department for Education's non-statutory [mobile phone guidance \(February 2024\)](#)
- [behaviour guidance \(February 2024\)](#).
- Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education \(September 2024\)](#).



## **1. Roles and responsibilities**

Staff:

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

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

The Governing Body is responsible for reviewing the policy annually, reviewing its impact periodically, and holding staff and pupils 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 at the school.

## **2. Use of mobile phones by Staff, Governors and Contractors**

### **2.1 Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone while pupils are present during the school day. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances where it is appropriate for a member of staff to have use of their mobile phone during contact time for approved reasons. For instance (this list is not exhaustive):

- When logging in to computers and multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- In exceptional circumstances, with the agreement of the Headteacher

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our Code of Conduct Policy for staff
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil, unless in exceptional circumstances

### **2.2 Safeguarding and data protection**

In almost all circumstances, staff should only use school devices for professional activities in accordance with Safeguarding (Child Protection), Data Protection and Acceptable Use of IT policies, procedures and guidance.



### 2.3 Using personal mobiles for work purposes

In exceptional circumstances it may be appropriate for staff to use personal mobile phones in front of pupils. Such circumstances may include, but are not limited to:

- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our Code of Conduct Policy for staff
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil, unless in exceptional circumstances

### 2.4 Sanctions

Staff that fail to adhere to this policy may face disciplinary action and/or be subject to capability procedures.

## 3. **Use of mobile phones by pupils**

### 3.1 Use of mobile phones by pupils

Portchester Community School applies an “Away for the Day” policy which means pupils are not permitted to use their mobile phones during the school day or on the school site. (This includes during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Should a parent/carer wish for their child to bring a mobile phone into school it should be switched off, carried out of sight in the pupil’s school bag by the first bell at 8:40am and not be seen until the final bell at 15:10pm (14:10pm on a Friday), therefore “Away for the Day”.

### 3.2 Medical exemptions

In some circumstances, supporting a pupil with their medical condition can involve the use of a mobile phone. For example, pupils with diabetes might use continuous glucose monitoring with a sensor linked to their mobile phone to monitor blood sugar levels. Where mobile phone use allows pupils to manage their medical condition effectively, they will be permitted to use their phone under specific conditions. In these exceptional circumstances mobile phone use will only be permitted in liaison with the medical team and agreed with a medical health care plan. (see appendix 1 – acceptable use agreement for pupils)

### 3.3 Sanctions

If a pupil is in breach of this policy:



- The mobile phone will be confiscated (in line with the DFE guidance; Mobile Phones in Schools Guidance, February 2024)
- If a pupil is found using their mobile phone (this includes the device ringing, vibrating or making sounds to notify the user of alerts etc.) it will be confiscated.
- Failure to adhere to the mobile phone policy may also lead to further sanctions, such as a 90-minute detention, internal exclusion and/or a fixed term suspension.

The school will enforce the following consequences for any confiscated mobile phones:

- Phone confiscated and handed back to the pupil at the end of the day = Log on Classcharts under “Phone” = C3 20minute detention
- Persistent confiscation = Parental collection, the Head of Year will contact parents to inform them the next time the phone is confiscated it will be parental collection. Log on Classcharts under “Phone” = C4 60minute detention
- Continued confiscation = Phone confiscated and returned via a parental meeting = Log on Classcharts under “Phone” = C5 90minute Leadership Detention

Any mobile phone confiscated will be locked away safely in Pupil Reception.

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

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.

This means:

- Not taking photographs or recordings of pupils, unless it is at a public event (such as an awards assembly) and then only of their own child
- Using any such photographs or recordings of their own child is for personal use only, and not posting on social media
- Not using mobile phones in lessons, or when working with pupils
- Not taking photos of the school site, school buildings or adults on the site without a specific purpose and the prior agreement of the Headteacher
- Signs will be displayed in reception to inform parents/carers, visitors and volunteers 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 (reception) 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.

#### 5. **Loss, theft or damage**

The school does not accept responsibility for any mobile phone (or similar device) that is lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school. Therefore, any person using a personal mobile phone (or similar device) at school/during school activities does so entirely at their own risk



## Appendix 1:

Acceptable use agreement for pupils allowed to bring their phones to school due to medical exemption

Pupil Name .....

## Acceptable use agreement:

- You must obey the following rules if you are allowed to use for phone for medical reasons:
- You must carry your exemption card with you at all times
- Your phone must be kept in your bag and on silent
- You must only use your phone for medical reasons
- Should you need to use your phone, you should step outside of the classroom or go to medical

Pupil Name ..... Date .....