



Mobile Phone Policy

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Approved By	C L & T
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1. Introduction and aims

At CVCC we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 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 Deputy Principal (Pastoral) is responsible for monitoring the policy every 2 years, reviewing it, 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.

3.2 Governors

The Curriculum, Learning and Teaching Committee will be responsible for ensuring the policy is reviewed and amended as appropriate every two years.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during student contact time. 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 staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their 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 dependents or family members

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 01392 461407 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

Detailed guidance can be found in the Data Protection Policy on the school website.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, 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 pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions via Bromcom teacher app
- Use of 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 staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

Mobile phones must be switched off once a student is on the school premises and should remain off until students pass through the gates at 3.20 p.m. To be clear, once a student has alighted from their bus, parental car or walked/cycled through the College gate phones should be turned off. Phones should be placed securely in bags, not in pockets.

Phones are not to be used at any time during the school day unless permission is given by a teacher or a teacher requests they are used for a specific purpose. Phones are therefore not to be used at break, lunchtime, or lesson changeovers.

Sixth Form students may use 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.

Therefore, they are only permitted to use their mobile phones out of sight of younger pupils in the post-16 block. Misuse of mobile phones by pupils in the sixth form will lead to sanctions according to our behaviour policy.

For activities after-school, use will be at the member of staff's discretion: for classroom-based learning activities such as revision classes, homework club or detentions, phones will not be permitted.

There is a clear procedure for the confiscation of phones which is set out in section 5.3 below.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Our policy treats smartwatches as mobile phones and therefore the same rules apply to smartwatches as mobile phone/smartphones. Our strong recommendation is that they should not be worn to school.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact **Mr Paul Sutton Deputy Principal**

Any pupils who are given permission must then adhere to the school's code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances **Appendix 1**

5.3 Sanctions

Mobile Phone Confiscation Procedure

	Actions
1st Confiscation	Phone is taken from student and kept securely by the member of staff until it can be given to Student Services, where it is kept in a locked drawer; an envelope will be used to record details and note marks or damage to the phone at time of confiscation. This must be done at the earliest possible opportunity. Student Services email home notifying parent/carer & reminding them of mobile phone policy & advising that the next time the phone will need to be collected. Confiscation is logged on Bromcom. Student signs a receipt for the phone when collecting at 3.20; this will indicate the consequences of a further confiscation.
2nd Confiscation	Phone is taken from student and kept securely by the member of staff until it can be given to Student Services, where it is kept in a locked drawer until parent/carer can collect; an envelope will be used to record details and note marks or damage to the phone at time of confiscation. This must be done at the earliest possible opportunity. Student Services will email home to parent advising phone has been confiscated and to advise on the procedure for phone collection. Confiscation is logged on Bromcom. Phone will only be returned to parent/carer who will sign a receipt for the phone; this will indicate the consequences of a further confiscation.
3rd and Subsequent Confiscations	Phone is taken from student and kept securely by the member of staff until it can be given to Student Services, where it is kept in a locked drawer until parent/carer can collect; an envelope will be used to record details and note marks or damage to the phone at time of confiscation. This must be done at the earliest possible opportunity.

	<p>Student Services will email home to parent advising phone has been confiscated and to advise on the procedure for phone collection. Confiscation is logged on Bromcom and a after school detention set. Parent/Carer is invited in to meet with Head of Year to discuss a suitable way forward: this is likely to include phone bans of increasing length, depending on the circumstances and the precise time of year: 2 weeks, 6 weeks/ a half-term, 12 weeks/a term, the rest of the school year. It is hoped that extensive bans will not be necessary, but we would be prepared to hold the phone securely with parental agreement, if that is helpful. Phone will only be returned to parent/carers, who will sign a receipt for the phone; this will indicate the consequences of a further confiscation.</p>
Additional note about confiscations during fifth lesson	<p>The normal policy will apply. The teacher/ member of staff will check to see if it is a first, second or third confiscation. If first, the phone will be returned at the end of the lesson without sending it to the Student Services, but the teacher will contact Student Services to enter the details. If a second or third confiscation, the phone will not be returned to the student.</p>

The act of confiscation.

Members of staff are expected to be calm, firm and refer to the policy if necessary. Students are expected to be compliant, not attempt to negotiate or argue, and any bad language or defiance will be followed up separately under the College's behaviour policy.

Smartphones are valuable items, and when confiscated are in the care of the College. Therefore, confiscated smartphones must be kept safely and securely at all times.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. 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 during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's 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, or when working with pupils

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.

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

- Use their phone to contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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

Pupils bringing mobile phones to school must ensure that the phones are stored securely in their bags when not in use on school grounds.

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.

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 pupils are travelling to and from school.

Confiscated phones will be placed in a clearly labelled envelope and stored in Student Services in a secure drawer.

Lost phones should be returned to Lost property (Student Services). The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

9. Appendix 1: Code of Conduct for pupils allowed to bring their phones to school due to exceptional circumstances

You must follow these rules if you are allowed to bring your mobile phone or device to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.

5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carers name(s):	

The school has agreed to allow [pupil name] to bring their mobile phone to school because they:

➤ State reason agreed below; for example to support their medical needs

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Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carers signature: _____

Pupil signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to Reception
- Do not take photos or recordings of pupils, or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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- Please keep your mobile phone on silent/vibrate while on the school grounds
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The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

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12. Appendix 4: Template mobile phone confiscation and return slips

Receipt for a Confiscated Smartphone: First Confiscation

Name	
Tutor Group	
Date	

I understand that my phone and SIM card are being returned to me on the condition I do not use them on College premises again. I understand this to mean that I will:

- switch the phone off at the gate in the morning.
- keep the phone switched off in my bag all day unless told otherwise by a teacher.
- not arrange or allow anyone to contact me via my phone during the day.
- not be seen with the phone in lesson or at break times.
- not take the phone out of my bag while on the school site unless told otherwise by a teacher.

I understand that if my phone is confiscated a second time, the phone and SIM card will only be returned to your parent or carer.

- The phone has been returned under the conditions above, OR
- There are further issues that need resolving and the phone has not yet been returned

Signed _____ (Student)

Signed _____ (Staff)

Receipt for a Confiscated Smartphone: Second Confiscation

Name	
Tutor Group	
Date	

I understand that this phone and SIM card are being returned to me on the condition that the student named above does not use them on College premises again. I understand this to mean that s/he will:

- switch the phone off at the gate in the morning.
- keep the phone switched off in a schoolbag all day unless told otherwise by a teacher.
- not arrange or allow anyone to make contact via phone during the day.
- not be seen with the phone in lesson or at break times.
- not take the phone out of the schoolbag while on the school site unless told otherwise by a teacher.

If this phone is confiscated a third time, the phone and SIM card will only be returned to a parent or carer, and there will be a decision about a suitable length of a total ban on bringing a phone to College.

- The phone has been returned under the conditions above, OR
- There are further issues that need resolving and the phone has not yet been returned

Signed _____ (Student)

Signed _____ (Parent/Carer)

Signed _____ (Staff)

Receipt for a Confiscated Smartphone: Third and Subsequent Confiscations

Name	
Tutor Group	
Date	

The above student's phone has been confiscated on the following number of occasions.....

Accordingly, I understand that a total ban on bringing the phone to College has imposed, and that the length of the ban will be.....

I understand that this phone and SIM card are being returned to me on the condition that the student named above does not use them on College premises again. I understand this to mean that s/he will:

- switch the phone off at the gate in the morning.
- keep the phone switched off in a schoolbag all day unless told otherwise by a teacher.
- not arrange or allow anyone to make contact via phone during the day.
- not be seen with the phone in lesson or at break times.
- not take the phone out of the schoolbag while on the school site unless told otherwise by a teacher.

If this phone is confiscated again, the phone and SIM card will only be returned to a parent or carer, and there will be a further, longer total ban on bringing a phone to College.

- The phone has been returned under the conditions above, OR
- There are further issues that need resolving and the phone has not yet been returned

Signed _____ (Student)

Signed _____ (Parent/Carer)

Signed _____ (Staff)