

Mobile Phone Policy

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1. Introduction

At the heart of our school is a commitment to providing a safe, inclusive and inspiring environment where every member of our community is encouraged to thrive. Our values of **Ambition, Courage, Confidence and Kindness** underpin everything we do, shaping our curriculum, policies and decision-making.

- We are committed to fostering **ambition** by inspiring all students to aim high, embrace challenges and develop a lifelong love of learning.
- We nurture **courage** by encouraging students to take positive risks, persevere in the face of difficulty and stand up for what is right.
- We develop **confidence** by empowering students to believe in themselves, express their ideas and make meaningful contributions to school life and the wider community.
- We promote **kindness** by creating a culture of respect, empathy and inclusion, where everyone feels valued and belongs.

This policy reflects our commitment to these core values. They guide our expectations, inform our practices and ensure that every decision we make places the wellbeing, development and success of our staff and students at its centre.

Every student, every voice, every day.

2. Aim and Purpose

At Medina College, our policy aims to fulfill national expectations by ensuring our environment is completely mobile phone-free by default. Prohibiting the use of mobile phones during the school day helps to eliminate distractions, reduce classroom disruptions, minimize online bullying risks, and create a more social, safe, and focused environment that supports children's friendships, peer interactions, and learning.

This policy provides clear guidelines for the use and storage of mobile phones for pupils, staff, parents/carers, visitors, and volunteers. It functions in direct alignment with the school's legal duties regarding pupil welfare, as well as our Child Protection, Safeguarding, and Behaviour Policies.

If a student needs to contact home during the school day, they should go to the Student Hub during break or lunchtime, where staff will facilitate this where necessary. Parents and carers who need to contact their child urgently should continue to do so through the school.

Note: Throughout this policy, the term 'mobile phones' refers to mobile phones and all similar communications and smart technology (such as smartwatches) capable of sending/receiving notifications, making calls, or recording audio/video.

3. Legislation

This policy complies with section 36 of the [Children's Wellbeing and Schools Act 2026](#), and is built in accordance with the Department for Education (DfE) non-statutory guidance on [Mobile phones in schools](#) (updated February 2026), [Behaviour in schools guidance](#), and statutory guidance on [Keeping Children Safe in Education \(KCSIE\)](#).

4. Use of Mobile Phones by Pupils: Daily Storing & Collection Procedures

The DfE's national guidance expects schools to implement a policy where pupils do not have access to their mobile phones throughout the entire school day, including during lessons, the time between lessons, breaktimes, and lunchtimes. To achieve a secure, mobile-free learning environment, our school operates a mandatory daily storage routine:

4.1 Morning Hand-In and Secure Storage

- **Tutor Time Routine:** During morning registration/tutor time, all pupils must switch off their mobile phones and place them inside a designated tutor-group lockable box.
- **Secure Base Storage:** The tutor will take the lockable box to the year group base, where it will be securely locked away inside a lockable cupboard for the duration of the school day.

4.2 Late Arrivals (The Late Gate Procedure)

- Any pupil arriving late to school must hand over their mobile phone immediately at the "Late Gate".
- Late-gate staff will place the phone into secure storage.
- These phones will be handed back to the students at the front of the school after 3:15

4.3 Afternoon Collection

- Pupils will safely collect their mobile phones during afternoon registration.
- Phones must remain switched off and inside bags until pupils exit the school gates.

4.4 Leaving School Early

- Pupils who have an authorized reason to leave the school site before 3:10 PM (e.g., a pre-arranged medical appointment) must have this verified in advance by a parent/carer through the Attendance Office. Instead of putting the phone in the box, the student is to attend reception where their phone will be deposited directly with the Attendance/Main Office for the day and they will receive a pass to give to their tutor. The student then collects it from reception the moment they sign out.
- **Non planned absence** When the parent arrives at the main reception to sign the student out (or at the student's designated departure time), a member of the office staff or the Head of Year/Pastoral team retrieves the key for that year group's mounted cupboard, extracts the phone from the tutor box, and delivers it to the student at the front desk. Parents and Students must leave additional time for this

process.

5. Enforcement and Sanctions

To preserve a safe, uninterrupted learning environment, our mobile phone restrictions are enforced strictly and consistently by all staff members. Violations of this policy will result in severe disciplinary sanctions under our school behaviour code:

5.1 Confiscation and Next-Day Suspension

Any student found in possession of, or using, a mobile phone anywhere on the school site during the restricted school day will have their device confiscated immediately by staff. The student will be isolated and a **fixed-term suspension will be issued for the following school day**.

5.2 Immediate Suspension for Non-Compliance

Staff have clear backing from the Headteacher and the DfE to confiscate devices. If a student **refuses to hand over** their mobile phone upon request to a member of staff, it will be treated as an escalated, serious breach of the behaviour policy. The student will be **suspended immediately (for the remainder of that day) as well as the following school day**.

5.3 Secure Storage of Confiscated Devices

All confiscated phones will be taken to the school office, it will be clearly labeled with the pupil's name, and stored securely inside a locked cabinet until the end of the day.

6. Adaptations, Medical Exceptions, and Special Circumstances

While the school remains a mobile-free environment by default, we recognize our legal duties under the Equality Act 2010 and the Children and Families Act 2014 to support pupils with specific medical conditions or disabilities.

- **Medical Necessity:** Adaptations will be made for pupils who require continuous access to a smart device to manage a medical condition (e.g., pupils with diabetes utilising continuous glucose monitoring via a phone sensor).
- **Controlled Access:** If an exception is granted, the pupil must sign a Mobile Phone Code of Conduct and will only be permitted to access their phone under staff supervision within a designated area (e.g., the Year Office), ensuring it does not disrupt the wider mobile-free school culture.

7. Use of Mobile Phones by Staff, Parents, and Visitors

To foster a shared school culture, staff, parents, volunteers, and visitors must also adhere to professional boundaries regarding phone usage on school grounds:

- **Staff Use:** Staff are prohibited from using personal mobile phones for personal reasons in front of pupils. Personal phone use must be restricted to non-contact time in designated staff-only areas (e.g., the staffroom). Staff may only use phones in front of pupils for

- validated work purposes (such as multi-factor authentication or emergency evacuations).
- Staff can wear a smart watch but should not be using it to send or receive messages when with students.
- **Parents and Visitors:** Parents, visitors, and volunteers must keep devices on silent while on school grounds and are strictly prohibited from taking photographs or recordings of pupils or staff. Parents wishing to relay emergency messages to their child must contact the school office directly rather than attempting to text or call the student's personal number.

8. Management of Mobile Phones During a School Trip

If a school trip takes place during school hours, students will be expected to hand in their mobile phones as per the usual process. Phones will be handed back to students on return to the school.

However, if the trip involves an early start, a late finish, or an overnight stay, the collection of mobile phones will be reviewed as part of the risk assessment for the trip and a final decision will be made by senior leaders and communicated to parents/carers as part of the trip information. This will allow for scenarios where students may need to contact home to confirm a collection time or safe arrival during a residential.

9. Loss, Theft, or Damage Disclaimer

Pupils bringing mobile phones onto the school site do so at their own risk. While the school takes reasonable steps to ensure that lockable boxes and cupboards are secured, as per the [Education and Inspections Act 2006](#), **the school accepts no responsibility or liability** for mobile phones that are lost, stolen, or damaged on school premises, school transport, or during off-site school trips.