

To aspire, endeavour and thrive together

Mobile Phone Policy and Other Devices Policy & Procedure

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Introduction

Today's young people face challenges that are vastly different from those of previous generations. Their world is heavily influenced by smartphones, social media, memes and influencers – forces that shape their identities, interactions, and even their mental wellbeing.

At Glossopdale School & Sixth Form, we believe that schools have a moral and professional responsibility to do all we can to reduce phone use in school. Firstly, reducing phone use during lessons helps students stay focused and improves learning. Second, limiting distractions promotes stronger friendships and emotional wellbeing. Thirdly, it creates a safer space for everyone by reducing the risk of online harm, such as bullying or misuse of images. We want our students to be fully present, and a clear and consistent approach to phones will help make that possible. We therefore, apply the 'Disconnect to Reconnect' approach.

Use of mobile phones by students

Glossopdale School & Sixth Form's policy meets the requirements of the Department for Education's guidance on mobile phones.

We recognise that mobile phones may be needed for the journey to and from school. However, if students do choose to bring a mobile phone or other device to school, they are expected to follow the rules set out in this policy.

Please note that this policy also applies to smart watches, ear pods and any other communication devices that are internet or Bluetooth enabled and/or allows students to communicate with one another electronically.

1. Glossopdale School & Sixth Form will provide each individual student across Y7 to 11 with a Phone Pouch. The Phone Pouch is school property and is to be retained by students during their time at the school.
2. All mobile phones, internet and Bluetooth enabled devices (i.e. Apple Watches etc) must be **switched off** and placed in the Phone Pouches as students **enter the school site at the beginning of the school day**. External perimeter gates (main entrance and Dinting gate) will open to students from **8:15am-8.35am**. Students must arrive to school between these times. Any student who arrives to school between 8am and 8:15am can enter school via the reception entrance and will be expected to follow the same process as outlined above. Students will be welcomed and supported by school staff as they enter school. Phone pouches remain locked until the end of the school day (3.10pm) when locking stations will become accessible.
3. The Phone Pouch is listed as an essential equipment item within the school equipment list and included within the Uniform and Equipment Policy (see link below). Therefore, all students are expected to bring their pouch with them to school every day, whether or not they bring a mobile phone with them. If a student arrives to school without their pouch, they will be asked to hand in their phone to staff supporting on the gate and will be issued with a 20 minute next day detention. Students without a phone who do not bring their pouch to school will also receive a detention. Mobile phones that have been handed in at the beginning of the school day can be collected by students at 3.10pm.
4. Students who lose their pouch or who have deliberately damaged it will be expected to pay for a new one. In instances such as this, a new Phone Pouch is to be purchased via ParentPay at a cost of £20.
5. Any device that is found not properly locked in a student's phone pouch or goes off whilst in a phone pouch will be confiscated until the end of the following school day. The student will be placed in internal suspension on the same day for the rest of the day. The device will be available for collection by a parent or carer (or other responsible adult) from school reception at the end of the following school day. Phones that are confiscated on a Friday will be available for collection at the end of the next full school day (i.e. Monday).. The adult collecting the phone will receive additional correspondence stating the increased confiscation period should their child contravene the policy again. Please note that school will always inform parents that a confiscation has taken place on the day of the confiscation.
6. Students who are found to be contravening the policy more than once will have devices confiscated for longer periods of time.
 - i. Second offence – confiscation for 3 school days.
 - ii. Third offence – confiscation for 5 school days.
 - b. In cases where phones are confiscated for longer periods of time (three days or more), parents/carers will be contacted so that they know their child's device will be retained in school and a collection date and time will be agreed. Please note that further sanctions may be applied if a student who has had their phone confiscated brings an alternative device to school.
7. Students who have made efforts to circumvent the system of phone pouches (e.g. placing 'dummy' devices in pouches or finding some way of unlocking their pouch during the day) can, in addition to having their device confiscated, expect additional sanctions. Internal suspension will be the default sanction, especially if it is not the first time a student has contravened the policy.
8. Refusal to hand mobile phones or other electronic devices over to staff when first requested will result in internal suspension and, if refusal continues, a fixed term suspension. If a suspension is necessary, students will be required to hand in their device to staff at their readmission meeting, for the length of confiscation originally expected.
9. If a student persistently refuses to follow the school policy, they will forfeit their right to

- bring a device into school and a behaviour plan will be implemented.
10. Routine spot checks will be carried out during the school day to help ensure consistent application of the policy. These will involve pouches being opened by staff to ensure devices are turned off and locked in the pouch as expected.
 11. Spot checks may also include searches using a handheld 'wand' scanner – a brief and non-intrusive process. Bags may also be searched. These searches will take place if there are reasonable grounds to believe a student may be in possession of a forbidden device. 'Reasonable grounds' will include, for example: a credible report being received that a student has a device in school; spot checks revealing the absence of device in a student's pouch; or suspicions that a device may be a 'dummy' or second device. Random spot checks may also be applied in cases of students who have persistently contravened the policy on mobile devices.
 12. Students with medical needs requiring the use of a mobile phone will be provided with an alternative pouch

Loss, theft or damage

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.

Use of mobile phones by staff

Personal mobile phones

Staff (including volunteers, contractors, and anyone else otherwise engaged by the school) are not routinely permitted to make or receive calls or send texts while engaged in teaching classes or on corridors. The majority of school staff do not have a work mobile phone that they would be expected to use in school. Use of personal mobile phones should be restricted to non-contact time, and to areas of the school where students are not present (such as offices/staff room etc.). Staff should ensure that all devices are secured appropriately, including with password protection.

Data protection

Staff must not use their personal mobile phones to process personal data or any other confidential school information unless the staff member has signed the school's Acceptable Usage Policy or any other relevant policy. Please refer to the school's Data Protection Policy for further information.

Safeguarding

Staff are not permitted to provide their personal contact details to parents 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 or pupils.

Staff should refer to the school's Staff Code of Conduct for further information in this regard.

Staff should use caution if using their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, those images or recordings should be deleted from the mobile phone immediately after its purpose is fulfilled.

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 aren't limited to:

- Emergency evacuations or incidents
- 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.

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 work 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 always appropriate and professional.

Use of mobile phones by parents, volunteers and visitors

Parents, 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 is 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, 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 must use the School Office (01457 862336) 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 his/her personal mobile during the school day as to do so may result in their child breaching this policy with resulting sanctions applied.**

Links to other policies

Uniform and Equipment Policy
Behaviour Policy
Medical Needs Policy