



THE LAMMAS
SCHOOL

Mobile Phone Policy

Last reviewed: February 2024

Reviewed Annually

Introduction and Aims

At The Lammas School we recognise that mobile phones, including smart phones, 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, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, parents/carers 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
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for 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 Head of School is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Use of Mobile Phones by Students

The Lammas School understands that many parents wish their child to have a mobile phone in their possession as they make their way to and from school each day. This is a reflection of parental concerns where students travel to school or their own, or where they are young carers who may need to be contactable.

We also understand that many parents rely on the functionality of 'smart phones' such as tracking software or communication apps to keep in touch with their child at these times of the day.

As such, students at The Lammas School are permitted to bring a mobile phone to school with them each day subject to the following stipulations:

- On entry to the school site, students must switch off the mobile phone and ensure that it is kept out of sight for the duration of the school day. This would include, during movement time, at lunchtimes or before/after school on the school premises.
- Students must also ensure that any attachments related to the mobile device, e.g. headphones etc., are also removed on entry to the school and are kept out of site for the duration of the school day and whilst on school premises. This would include, during movement time, at lunchtimes or before/after school.
- The mobile phone may be stored in the student's bag or in the student's allocated locker.
- Students are not permitted to use mobile phones to listen to music while working or to use their mobile device in any other capacity whilst on the school site. This includes as a clock, calculator etc.
- The mobile device may only be switched back on at the end of the school day once the student has left the school site.
- Students who urgently need to make contact with home during the school day should speak with a teacher and request to make a call from reception.

Exceptions for Sixth Form Students

As the oldest students in the school community, it is understood that Sixth Form students may use their mobile devices to a greater degree to assist their learning and for self-organisation and are therefore subject to the following exceptions.

- Sixth Form students are permitted to utilise their mobile device in Sixth Form classrooms and the Sixth Form Centre.
- It is expected that this would primarily be for the purposes to support their education.
- Sixth Form students are not permitted to use or display any mobile phone or related devices in areas also used by lower school students.
- Phones should remain on silent whilst on school premises.

Sanctions

All staff are expected to actively enforce the school's mobile phone policy and to understand that the consistent application of this policy is the key to effectiveness.

Confiscation

It is noted that as a prohibited item, the school has the power and authority, in accordance with sections 91 and 94 of the [Education and Inspections Act 2006](#), to identify and confiscate unauthorised mobiles or related devices (e.g. headphones) which are used in breach of this policy and to retain such devices until arrangements are made as outlined below for the return of such devices.

A breach of the school's Mobile Phone Policy is when a student has a mobile phone or related device that has been **seen**, **heard** or **used** in a situation where it is not permitted.

Confiscated items can be collected from the school office at 3:10 pm.

Searching Devices

Staff have the power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Involving External Agencies

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

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 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 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 as to do so may result in their child breaching this policy with resulting sanctions applied.

Loss, Theft or Damage

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

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 stored in the school office in a secure location.

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

Monitoring and Review

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

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