



Torquay Girls' Grammar School Mobile Phone Policy

Policy Information	
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1. Introduction and aims

The Department for Education have shared that “All schools should be mobile phone-free environments by default, this is part of the school’s legal duties and standards relating to the welfare of children. This is essential in establishing and maintaining high standards of behaviour ensuring that the school is a calm and safe environment for all pupils and staff.”

At Torquay Girls’ Grammar School, we recognise that mobile phones, and other smart devices, are an important part of everyday life for many students, staff, and the general populace. However, we want to prevent student usage of mobile phones in the school environment during school hours to support safeguarding and student wellbeing.

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
- 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
- Misbehaviour linked to mobile phones
- Criminal conduct linked to mobile phones
- Data protection issues
- Risk of theft, loss, or damage
- Inappropriate use of technology in the classroom
- AI and deepfakes

2. Relevant Guidance

This policy meets the requirements of the Department for Education’s non-statutory mobile phone guidance and behaviour guidance.

3. 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 Pastoral Care is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

4. Use of mobile phones by pupils

The DfE’s non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

All pupils are allowed to bring a mobile to school as we recognise that students need to be contacted on journeys to and from school, but they are not allowed to be visible or heard once students enter the school site. Students can use their phones once the school day has finished at 3.30pm.

KS5 Pupils are only allowed to use their phones in tutor time and lessons at the direction of the teacher for teaching and learning purposes as well as in the sixth form centre (see section 7). However, sixth form students must not use their phones in front of younger students. Phones must not be used by KS3 & 4 classes.

There may be occasions whereby students are given explicit permission to access their mobile phones for a SEND or medical need. For SEND needs and as part of their SEND plan this will be in a supervised area, for example the SEND room. Students who access the SEND area as part of their provision may use their mobile phones in the SEND area for the sole purpose of listening to music/ podcast/ white noise. Once listening material has been selected, the phone must be put away, out of sight.

All students who need to use their mobile phones for medical reasons are known to a member of the pastoral team. Students do this independently as shown on their healthcare plan which is shared with staff.

Students are not allowed to use their mobile phones to call their parents/carers during the school day. Communication with parents/carers must be organised by the Head of Year or a member of the school Student Services team. If a student is seen with their mobile phone during the school day, then the student is not complying with the mobile phone policy.

School based trips and activities

Pupils must adhere to this policy whilst on school trips and visits. See it, hear it, lose it.

Residential for KS3 and 4. Phones are to be handed to the trip leader each evening and will be returned to students in the morning. Phones will be stored in a lockbox. Activity centre/settings rules must also be adhered to. The trip leader will use their discretion and it is their final decision.

Sanctions

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006).

Sanctions will be applied to students who do not comply with the mobile phone policy, and these are outlined below:

- If a phone is seen or heard during the school day, it will be confiscated by the member of staff who has seen or heard the mobile phone. This will result in a lunchtime detention and will be recorded on Arbor.
- The mobile phone will be taken to main reception where it will be kept until the end of the school day. The student will then collect the phone at the end of the school day.
- If the student's phone is confiscated twice in one half term then this is referred to the Head of Year and an after school detention will be issued.
- The student will have to hand in the mobile phone that was confiscated to their Head of Year every morning for the next 5 school days.
- The student should not bring a replacement mobile phone into school during this 5-day period.
- If the student's phone is confiscated more than 3 times in one half term then the student will be in isolation for one day. The student will have to hand in the mobile phone that was confiscated to their Head of Year every morning for the next 15 school days. The student should not bring a replacement mobile phone into school during this 15-day period.

- If a student refuses to hand over their mobile phone, this will be recorded by staff as a Level 2 incident of misbehaviour and the member of staff will alert the Head of Year.
- The student will be issued with an after-school detention and support will be requested from the member of staff who is on call.
- The Head of Year will then meet with the student at the earliest opportunity. This may be during the lesson, a subsequent lesson, or the following day.
- The student will have to hand in the mobile phone that was confiscated to the Head of Year every morning for the next 10 school days.
- The student should not bring a replacement mobile phone into school during this 10-day period.
- If a student refuses to hand over their phone to the person on call, this is persistent refusal to follow instructions from staff and there will be a level 3 consequence. This will be recorded as a Level 3 incident of serious misbehaviour with a follow-up sanction.
- The student will have to hand in the mobile phone to the Head of Year every morning for the next 15 school days.

Serious misuse of mobile phones including viewing inappropriate content, criminal conduct and other types of serious misbehaviour linked to mobile phones

Staff have the power to search pupils' phones, as set out in [Searching, screening and confiscation in schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/searching-screening-and-confiscation-in-schools)

If a member of staff suspects that a student's mobile phone contains pornographic images and any inappropriate content, they will confiscate the phone and share this information with the Designated Safeguarding Lead.

The Designated Safeguarding Lead will contact the parents/carers to discuss the concerns and to come into school to collect the phone.

Other agencies (including the police) may also be involved depending upon the nature of the incident.

The incident will be recorded as Level 3 incident of serious misbehaviour and sanctions applied accordingly.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. This applies to any action that targets both students and staff.

Such conduct includes, but is not limited to:

- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of the protected characteristics for example, someone's ethnicity, religious beliefs, or sexual orientation.
- Using a mobile phone to take photographs or film other students or members of staff without their permission.
- Recording conversations of staff or fellow students without their permission.
- Creating deepfake content, posting videos, photographs and unpleasant memes of students and staff on social media sites and/or sharing platforms without their consent.
- Deliberately posting videos, photographs and memes which could cause reputational damage to the school and/or school staff and students.

- The school takes such conduct extremely seriously. The school will follow up any instances of alleged criminal conduct which is directed at students and/or school staff.
- Police and/or other agencies will be contacted as appropriate.
- The incident will be shared with the Designated Safeguarding Lead.
- Parents/guardians will be contacted to discuss the incident.

The incident will be recorded as Level 3 incident of serious misbehaviour and sanctions applied accordingly. A member of the safeguarding team, alongside appropriate partnership agencies, will conduct intervention and education bespoke and relevant to the specific incident.

- Depending upon the severity of the incident any Level 3 incident of serious misbehaviour can be escalated by the Headteacher and may result in a fixed term suspension or permanent exclusion.
- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos) is a criminal offence, but we recognise that students may refrain from reporting experiences of non-consensual images or videos if they believe that they will face a punishment. The school will adopt a supportive approach to this type of incident to the victim.
- As part of PSHE lessons, students are signposted to support both in and out of school if they have experienced non-consensual sharing of nude or semi-nude images or videos.
- If a student discloses an incident relating to sharing of nude or semi-nude images or videos, the Designated Safeguarding Lead will be contacted, and this may lead to other agencies being involved to support the student.
- Parents/carers may also be contacted to discuss the incident.

Public Examinations and Controlled Non-Examination Assessments (NEA)

Mobile phones should not under any circumstances be used during examinations or controlled non-examination assessments (NEA).

If students are found to have been in possession of a mobile phone during public examinations or controlled non-examination assessments (even if they do not intend to use it), then the school must follow JCQ regulations and contact the exam board. JCQ regulations detail a loss of aggregation or certification opportunity for students. So in fact, even having a switched off mobile phone in a pocket would have to be reported and could be subject to penalty and possible disqualification from the examination or qualification.

5. 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.

Confiscated phones will be stored in main reception in a secure drawer.

Lost phones should be returned to the school receptionist in the main reception area. The school will then attempt to contact the owner.

6. Sixth Form Students

Sixth form students may use their mobile phones and earphones in the Sixth Form centre (café, workroom and S-classrooms) when they are not in lessons. They may not use them in any other area in school or in front of younger students, except in those circumstances outlined in section 4.

During registration, lessons and tutorial sessions, students should not use their phone unless the teacher has directed them to use their phones for educational purposes.

If a sixth form student does not comply with the mobile phone policy or engages in serious misconduct and/or misuse in relation to phone usage, then they will face sanctions in line with the rest of the school mobile phone policy.