



GIGGLESWICK SCHOOL

Mobile Phone Policy

Lead Author(s)	Assistant Head (Pastoral)
Reviewed by	Second Master, Headmaster
Approval Committee	n.a.
Last review	March 2026
Review frequency	Annual
Next review	March 2027
Policy Type	Statutory

Contents

1 INTRODUCTION	3
2 SCOPE	3
3 GUIDING PRINCIPLES	3
4 AIMS	4
5 DEFINITIONS	4
6 EXPECTATIONS FOR PUPILS	5
6.1 Prohibition of use:	5
6.2 Storage on arrival:.....	5
6.3 Sixth Form use of mobile phones and smart devices:.....	6
6.4 After school:	6
6.5 Day trips and visits:	6
6.6 Residential trips and visits:	6
7 EXCEPTIONS	6
8 ENFORCEMENT	7
8.1 Sanctions:	7
8.2 Searching and confiscation:	7
9 EXPECTATIONS FOR STAFF	7
9.1 School phones:.....	7
10 EXPECTATIONS FOR PARENTS AND VISITORS	8
11 MONITORING AND REVIEW	9

1 INTRODUCTION

The School is committed to providing a calm, safe and supportive learning environment in which pupils can thrive academically, socially and emotionally. Consistent with Department for Education (DfE) guidance, all schools should be “mobile phone-free environments by default; anything other than this should be by exception only”. This policy sets out the School’s expectations regarding mobile phones and similar smart technologies to ensure high standards of behaviour, minimise distractions, and maintain a secure environment for all pupils.

2 SCOPE

This policy applies to:

- All pupils during the school day, including lessons, transitions between lessons, breaktimes, and lunchtimes, in line with DfE guidance prohibiting use throughout the school day.
- All smart devices capable of communication, internet access, imaging, audio/video recording or notification functions.
- Staff, parents, volunteers, contractors and visitors in relation to safeguarding and appropriate role modelling.

3 GUIDING PRINCIPLES

In line with the safeguarding ethos seen in Giggleswick School’s policies—where safeguarding, consistency and vigilance are paramount—the School adopts the following principles:

- **Nothing is more important than keeping children safe.**
- **Consistency and clarity** reduce conflict, confusion and safeguarding risk.
- **Everyone has a role** in maintaining a phone-free culture that supports learning and wellbeing.
- **Concerns must be reported immediately**, following the School’s safeguarding and behaviour reporting procedures.

4 AIMS

This policy aims to:

- Reduce disruption in lessons, inappropriate use of technology in lessons and reinforce a strong learning culture.
- Minimise opportunities for bullying, online harm, screen addiction and social pressures linked to smartphones, as identified in national research and DfE commentary.
- Protect pupils from risks related to inappropriate photography, video sharing and social media misuse.
- Support Government expectations that schools demonstrate clear, consistently applied mobile phone policies that promote wellbeing, behaviour and learning.

This policy should be read in conjunction with:

- Mobile phones in Schools (Gov.UK - Feb 2026)
- Keeping Children Safe In Education (Sept 2025)
- Behaviour in schools – Guidance for Headteachers and staff (Gov.UK - Feb 2024)
- Searching, Screening and Confiscation – Advice for schools (Gov.UK – July 2022)
- Equality Act 2010
- Teaching online safety in Schools (Gov.UK – Jan 2023)
- National Minimum Standards for boarding schools (Sept 2022)
- Behaviour, Rewards and Sanctions Policy (October 2025)
- Searches and Confiscation policy (Sept 2025)

5 DEFINITIONS

Definitions:

Mobile Phone: Any handheld device capable of sending/receiving calls, messages or internet communication.

Smart Device: Includes smartwatches, wearables, tablets, or any device with messaging, camera, recording or notification capabilities.

School Day: From morning registration until departure at the end of the scheduled school day: 5pm for students leaving on the school bus or being collected and after second prep or evening activities for students in senior boarding houses and Catteral House respectively.

6 EXPECTATIONS FOR PUPILS

All pupils should be clear on the school's policy on prohibiting the use of mobile phones and should be reminded of the policy, and the consequences and sanctions for not following it, at the start of each school year and again, where appropriate, at regular intervals.

Pupils should be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision being taken by their school to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying.

Pupils should also be taught the benefits of having a mobile phone-free environment and be encouraged to see such an environment as desirable and valuable. This will help to create intrinsic motivation to support the school culture.

6.1 PROHIBITION OF USE:

Pupils below Year 12 must not use, see or hear mobile phones or smart devices at any point during the school day, in line with the DfE expectation that policies ensure such devices are "never used, seen or heard".

Pupils in Years 12 and 13 are permitted access to their mobile phones or smart devices during the school day but their use of these:

- Must not undermine the whole school policy
- Should not be visible to younger pupils

In addition, any misuse of mobile phones and smart devices by pupils in Years 12 and 13 remains subject to the sanctions as specified in section 8 of this policy.

6.2 STORAGE ON ARRIVAL:

The School adopts a "**hand-in on arrival**" approach

- Mobile phones or smart devices must be handed in at house at morning registration
- Pupils who arrive after registration should hand their mobile phone or smart device in at reception when they sign in

6.3 SIXTH FORM USE OF MOBILES AND SMART DEVICES:

Sixth Formers are permitted to have their mobile phone or smart device during the teaching day but must: -

- Ensure that their mobile phone or smart device is not visible to others and in particular younger students

- Only use their mobile phone or smart device in the social area of the Sixth Form Centre or their bedroom in House

6.4 AFTER SCHOOL:

Mobile phones and smart devices may be collected at the end of the school day (as clarified in section 5 above) and used responsibly off-site.

Use during post 6pm clubs or activities may be permitted only with permission from Senior House Staff and the relevant activity organiser.

6.5 DAY TRIPS AND VISITS:

Consistent with national standards for boarding and residential settings, use is prohibited during the teaching day but may be controlled through separate boarding/visit guidelines that safeguard pupils' welfare.

6.6 RESIDENTIAL TRIPS AND VISITS:

The rules governing the use of mobile phones and similar smart technologies on residential trips and visits will be decided on a case-by-case basis in discussion with the trip organiser and Designated Safeguarding Lead. Prior to departure, these rules will be clearly communicated to the relevant pupils, parents and staff involved in the trip.

6.7 LOSS, THEFT OR DAMAGE:

Pupils bringing their mobile phones or smart devices to school must ensure that they are appropriately and clearly labelled before handing them in to staff.

Pupils must secure their mobile phones or smart devices as much as possible, using passwords and/or pin codes to protect access to the phone's functions.

Pupils bring their mobile phones and smart devices to school at their own risk. The school accepts no responsibility for mobile phones or smart devices that are lost, damaged or stolen on school premises or transport, during school visits/trips or while a pupil is travelling to and from school.

Confiscated phones and devices will be stored securely in the SLT corridor and can be collected at the end of the day.

7 EXCEPTIONS

The School recognises that some pupils may need access to mobile phones or smart devices for legitimate reasons:

- Medical needs (e.g., diabetes monitoring).
- SEND or disability-related adjustments.
- Safeguarding needs such as young carers.

These provisions align with Equality Act duties referenced in DfE guidance on reasonable adjustments for mobile phone policies.

These exemptions will be dealt with on a case by case basis and approval is at the discretion of the Designated Safeguarding Lead. Any exemptions given will be purpose specific, time limited (where appropriate) and supervised. If there is misuse by exempted pupils that raises safeguarding concerns, this will be addressed in line with the School's child protection procedures.

8 ENFORCEMENT

8.1 SANCTIONS:

Any breach of this policy will be sanctioned accordingly.

If a pupil is found to be using a mobile phone or smart device in breach of this policy the following sanctions will apply:

- **First incident:** Confiscation until end of day and logged on CPOMS as a behaviour incident. Parents will be notified of the sanction by the pupil's Senior House Staff.
- **Repeated incidents:** Escalation to detention, or further sanctions under the School Behaviour Policy. Parents will be notified of the sanction by the pupil's Senior House Staff.
- **Serious misuse** (for example, bullying, recording others, sharing images) will result in a more significant sanction and will trigger safeguarding procedures that may necessitate the involvement of external agencies.

8.2 SEARCHING AND CONFISCATION:

The Headmaster, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item as set out in subsection (3) of section 550ZA of the Education Act 1996 and articles specified in The Schools (Specification and Disposal of Articles) Regulations 2012 or any item identified in the school rules as an item that may be searched for.

Searches will follow the procedures in the School's Searches and Confiscation Policy (Sept 2025).

9 EXPECTATIONS FOR STAFF

Staff must:

- Model appropriate professional conduct by not using personal devices in front of pupils unless for approved educational or operational purposes.

- Consistently enforce the school's Mobile Phone policy
- Report incidents and concerns immediately through established safeguarding or reporting channels, consistent with the vigilance principle found in Giggleswick safeguarding guidance.

9.1 SCHOOL 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 these phones must not be provided to anyone without authorisation.

When using a work phone 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.

10 EXPECTATIONS FOR PARENTS AND VISITORS

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones and smart devices. The policy should be clearly explained to parents, including the reasons behind the policy and the school's expectations. Parents should also be encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Parents and visitors must:

- Support a phone-free culture by ensuring pupils arrive without access to devices or hand in any devices as required by this policy.
- Avoid using mobile phones and smart devices in pupil-accessible areas to maintain a safe and focused environment.

Parents, volunteers and visitors will be informed of the rules pertaining to mobile phone and smart device usage when they sign in at reception **or attend an event at school.**

Parents/guardians must use the **House email address** or main school Reception as the primary 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 child's personal device during the school day.

11 MONITORING AND REVIEW

This policy will be reviewed annually or sooner if required by changes to DfE guidance or School needs.

The Senior Leadership Team will monitor implementation, conduct spot-checks, monitor behaviour and safeguarding incidents related to mobile phone and smart device use and gather feedback from staff, pupils and parents.