



DEAN CLOSE
PREPARATORY SCHOOL
CHELTENHAM

**Independent, Co-educational, Day and Boarding
Preparatory School**

**DCPS Mobile Phone Policy
(P231)**

Registered Charity No: 1086829

DEAN CLOSE PREPARATORY SCHOOL

MOBILE PHONE POLICY

Introduction and aims

This school is a mobile phone-free environment for pupils.

The use of mobile phones and other smart technology with similar functionality is prohibited throughout the school day, except where a specific, agreed exception applies.

This policy supports the school's commitment to:

- safeguarding and promoting the welfare of children
- maintaining a calm, focused and safe learning environment
- upholding high standards of behaviour
- reducing distraction, disruption, bullying and misuse of technology

This policy aligns with the school's Promotion of Good Behaviour Policy, Safeguarding and Child Protection Policy, ICT Acceptable Use Policy, and legal duties under relevant legislation.

Relevant Legislation

- Government Guidance on the use of mobile phones in schools February 2026
- the Equality Act 2010
- the Children and Families Act 2014

Who this policy applies to

This policy applies to:

- all pupils
- all staff (including supply staff)
- parents and carers while on site
- volunteers, visitors, contractors and governors

Definition of Mobile Phones and Smart Technology

For the purposes of this policy, mobile phones include any device that can:

- send or receive calls, messages or notifications via mobile networks
- access the internet independently
- record audio, images or video

This includes (but is not limited to):

- smartphones
- smartwatches with communication or recording capability
- devices linked to mobile phone network

Prohibition of Mobile Phones During the School Day

Dean Close Preparatory School is a mobile free school for pupils and no pupil may have a mobile phone during the school day.

Medical Exemptions

Pupils with a medical condition that requires the use of a mobile phone (for example, to support the monitoring or management of a medical condition such as diabetes) will be permitted to use their device as a reasonable adjustment, in accordance with the Equality Act 2010 and the school's Supporting Pupils with Medical Conditions Policy. Such use will be agreed in advance, documented, and limited to the specific medical purpose only.

Other Exemptions for Bringing a Mobile Phone to School

- Pupils who walk to school or travel on public transport or on school organised travel may bring a mobile phone to school to enable them to be safe outside of the school day.
- Pupils who are in separated families and may move between homes during the week may bring a mobile phone to school to enable them to contact separated parents outside of the school day.

Mobile Phone Rules and Procedures

- Any parent who believes their child needs to bring a phone to school for walking, travel on public transport or due to separated families must contact the Deputy Head, Head of Wellbeing in writing and explain their reasons.
- No phone may be brought to school until written permission is granted by the Deputy Head, Head of Wellbeing.
- If a pupil has been given permission the mobile phone must be taken to the Front Office and handed in where it will be locked away until collection.
- At the end of the school day, when the pupil is leaving the school, the phone will be handed to the pupil and must immediately be put into the pupil's bag. It must not be taken out of their bag until the pupil has left the school site.
- Mobile phones are not permitted on any school trips, matches or any trips away.

Expectations for Pupils

Pupils will be:

- clearly informed of the policy and reminded regularly
- taught about the risks associated with mobile phone use
- supported to understand the benefits of a mobile phone-free environment

This education will be delivered through:

- assemblies
- PSHE / RSE
- tutor time

Date of Issue: April 2026

Review Date: April 2027

Owner: Head of Wellbeing

Role of Staff

All staff are responsible for consistently enforcing this policy.

Staff must:

- not use personal mobile phones for personal reasons in front of pupils during the school day
- model expected behaviour
- help educate pupils in the value of a mobile-free environment and the risks associated with mobile phones
- challenge breaches calmly and consistently
- follow the sanctions detailed in the Promotion of Good Behaviour Policy

There may be limited occasions where staff use mobile devices for professional reasons (e.g. authentication, emergency evacuations, supervising off-site trips, supervising residential visits issuing work or sanctions). The expectations on staff is also included in the Staff Code of Conduct Policy (W080).

The Role of Parents and Carers

Parents are expected to:

- support the school's mobile phone policy
- reinforce expectations at home
- 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. There is a separate Photography, Filming and Recording Policy (WO24) that parents and carers must follow.
- avoid contacting pupils directly during the school day
- Parents who need to contact their child during the school day should do so via the school office.

Boarding

Boarding Provision – Mobile Phone Use

In line with national minimum standards for boarding and residential schools, the use of mobile phones is prohibited throughout the teaching day.

Boarders may bring a mobile phone or personal device into the Boarding House; however, all devices must be handed in and securely stored in the designated area. Access to devices will be permitted only at specified times for contacting home and during supervised “tech time.” These times may be adjusted to accommodate families in different time zones. The duration of access will increase appropriately as pupils progress through the school.

Arrangements are in place to ensure pupils can maintain regular contact with parents and carers. Pupils may request access to a quiet, private space (for example, a medical or pastoral room) to make calls at a suitable time for both parties.

To safeguard the welfare and privacy of all pupils, mobile phones and any devices with cameras must not be used in dormitories, bathrooms, or shower facilities.

Each Boarding House is equipped with a duty phone, Houseparents hold work phones, and a landline is also available. Parents and carers may use these channels to contact pupils outside of designated device-use times where necessary to support effective communication between home and school.

Sanctions for Breaching the Policy

Breaches of this policy will be dealt with in line with the school's Promotion of Good Behaviour Policy.

Sanctions may include:

- confiscation of the device
- detention or withdrawal from activities
- parental contact
- further sanctions for repeated breaches

The school is able to confiscate mobile phones and similar devices where the policy is breached. Confiscation will be proportionate and take account of individual circumstances, including age, SEND, and safeguarding considerations.

Searching and Confiscation

The Head or authorised staff may search pupils or their possessions where there are reasonable grounds to suspect possession of a mobile phone or similar device.

Searching will be conducted in line with:

- statutory powers
- the school's Promotion of Good Behaviour Policy
- national guidance on searching, screening and confiscation

Safeguarding Considerations

If misuse of a mobile phone raises safeguarding concerns, staff will:

- follow the school's Child Protection Policy
- consult the Designated Safeguarding Lead
- consider whether additional support or referral is required

Adaptations and Reasonable Adjustments

The school recognises its legal duties under:

- the Equality Act 2010
- the Children and Families Act 2014

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Reasonable adjustments may be made for pupils who:

- have a disability
- have a medical condition requiring mobile phone use
- have exceptional personal circumstances

Such use will:

- be agreed in advance
- be limited to specific purposes, times and locations
- not exempt pupils from all restrictions

Online Safety

The school will:

- maintain appropriate filtering and monitoring systems
- regularly review online safety arrangements
- ensure pupils know how to raise concerns about online incidents

Online safety considerations are reflected across all relevant school policies.

Communication and Review

This policy will be:

- published and accessible to parents and pupils on the school website
- reviewed regularly by senior leaders and trustees
- updated in line with guidance and legislation

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.
- Pupils and parents/carers are aware of the disclaimer above through the issue of the school policy.
- Confiscated phones will be stored in the school reception in a secure location.