



DEAN CLOSE
SCHOOL
CHELTENHAM

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

**Mobile Phone Policy
(S112a)**

Registered Charity No: 1086829

DEAN CLOSE SCHOOL

MOBILE PHONE POLICY

1. Introduction and aims.

- a. Dean Close School aims to be a mobile phone-free environment for pupils, staff and other adults during the working day (8.15am – 6.00pm).
- b. The use of mobile phones and other smart technology such as watches, glasses, or rings with similar functionality is prohibited throughout the school day, except where specific guidance applies.
- c. This policy supports the school's commitment to:
 - i. Safeguarding and promoting the welfare of children.
 - ii. Maintaining a calm, focused and safe learning environment.
 - iii. Upholding high standards of behaviour.
 - iv. Reducing distraction, disruption, bullying through the misuse of technology.
 - v. Encouraging social interaction between pupils and participation in a wide range of activities.
- d. This policy aligns with the school's:
 - i. Promotion of Good Behaviour Policy (S102).
 - ii. Safeguarding and Child Protection Policy (W044).
 - iii. ICT Acceptable Use Policy (S112).

2. Relevant Legislation

- a. Government Guidance on the use of mobile phones in schools February 2026.
- b. The Equality Act 2010.
- c. The Children and Families Act 2014.
- d. Keeping Children Safe in Education (2025 or later).

3. This policy applies to:

- a. All pupils.
- b. All staff (including supply staff).
- c. Parents and carers while on site.
- d. Volunteers, visitors, contractors, trustees and all other adults whilst on site.

4. Definition of Mobile Phones and Smart Technology

- a. For the purposes of this policy, mobile phones include any device that can:
 - i. Send or receive calls, messages or notifications via mobile networks.
 - ii. Access the internet independently.
 - iii. Record audio, images or video.
- b. This includes (but is not limited to):
 - i. Smartphones.
 - ii. Smartwatches with communication or recording capability.

- iii. Smart glasses.
- iv. Smart rings.
- v. Any other device that can be linked to mobile phone network.

5. Pupil Use of Mobile Phones During the School Day

- a. Dean Close School is a mobile free school for pupils during the school day. For the purposes of this policy the effective school day for boarders runs from 7.15am – 11.00pm; the effective school day for day pupils runs from the time pupils arrive on school premises to the time they leave. The school working day runs from 8.15am – 6.00pm, Monday to Saturday.
- b. No pupil in the 4th form, Remove or 5th form should have a mobile phone or other smart device in their possession for the duration of the school working day.
- c. If a junior pupil needs to have a smart device in their possession for approved purposes, the phone must not be visible to others during the working day.
- d. No 6th form pupil should have a phone or other smart device in sight of staff or junior pupils for the duration of the school working day.
- e. The school reserves the right to confiscate any smart device that is visible during the school working day.

6. Medical Exemptions

- a. 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, in defined circumstances, as a reasonable adjustment, in accordance with the Equality Act 2010 and the school's Supporting Pupils with Medical Conditions Policy.
- b. Such use will be agreed in advance (usually by the Health Centre), documented, and limited to the specific medical purpose only.

7. Mobile Phone Rules and Procedures

- a. It is advised that day pupils do not bring mobile phones or other smart devices to school unless necessary for one of the reasons listed below:
 - i. 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 and away from school premises.
 - ii. 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.
 - iii. Pupils who require a phone for medical reasons. In this case, the Health Centre must be informed of the condition and how it is monitored by phone.
- b. If a junior day pupil has a mobile phone or other smart device it **must** be given to the duty tutor in the day house to be secured securely until the pupil leaves school.
- c. If a 6th form pupil has a mobile phone or other smart device it must be completely out of sight at all times unless the pupil is in a designated area.

- d. Junior day pupils may only be in possession of their phone or smart device before 6.00pm if they intend to immediately leave the premises. The phone must not be used until the pupil has left school premises.
- e. Boarding pupils must leave their mobile phones or other smart devices in the boarding house or day room unless given specific permission not to do so. This applies to junior and 6th form pupils.
- f. There are specific times and locations within which boarding pupils may use their mobile phones or other smart devices.
- g. Junior boarding pupils:
 - i. May use their phones in designated areas in house 7.15 – 7.45am Monday to Saturday.
 - ii. May use their phones in designated areas in house 5.15 – 7.00pm on Monday, Wednesday and Friday.
 - iii. May use their phones in designated areas in house 6.15 – 7.00pm on Tuesday and Thursday.
 - iv. May use their phones in their rooms or Common Rooms 8.30 – 9.30pm Monday to Friday.
 - v. May use their phones in their rooms or Common Rooms 1.00 – 10.00pm on Saturdays when not involved in Games or another school commitment.
 - vi. May use their phones in their rooms or Common Rooms on Sundays when not involved in school commitments.
- h. 6th form boarding pupils:
 - i. May use their phones in designated areas in house 7.15 – 7.45am Monday to Saturday.
 - ii. May use their phones in designated areas in house 5.15 – 7.00pm Monday to Friday.
 - iii. May use their phones in their rooms or Common Rooms 8.30 – 9.30pm Monday to Friday.
 - iv. May use their phones in their rooms or Common Rooms 1.00 – 10.00pm on Saturdays when not involved in Games or another school commitment.
 - v. May use their phones in their rooms or Common Rooms on Sundays when not involved in school commitments.
- i. 6th form day pupils:
 - i. May use their phones in designated areas of the day houses only.
 - ii. May use their phones when studying in house **only** when there are no junior pupils in house.

8. Use of phones by pupils away from school

- a. Local or town leave for boarders:
 - i. Junior pupils will not normally have their phones for local leave. The duty tutor may decide that a phone is necessary for safety reasons particularly after dark.
 - ii. Each group of junior pupils should have at least one mobile phone for town leave, only to be used in an emergency.

- iii. 6th form pupils will have their phones for both local and town leave which should only be used in an emergency.
- b. Away matches
 - i. Junior day pupils should only take their phones to away matches if they are due to return after 6.00pm. Phones should be in kit bags and only used in case of emergency.
 - ii. Junior boarding pupils should not take their phones to away matches unless they are not returning to school after the match. Phones should be in kit bags and only used in case of emergency.
 - iii. 6th form pupils may take their phones and other smart devices to away matches but they must be out of sight at all times other than in an emergency.
 - iv. It is not permitted for 6th form pupils to use their phones for social or leisure reasons whilst away from school although head phones can be used discreetly at the discretion of the member of staff in charge.
- c. Day visits
 - i. Pupils away from school for a non-residential trip must follow the guidelines for away matches outlined in a.
 - ii. If it is a requirement to take photographs, such as on a fieldtrip, the member of staff in charge will issue separate instructions.
- d. UK residential trips
 - i. In general, the rules for away matches apply.
 - ii. As in boarding houses, junior pupils will be expected to hand their phones in overnight.
 - iii. It is at the discretion of the member of staff in charge of the trip to adapt the guidance for the purpose of the trip.
- e. Overseas residential trips
 - i. Most pupils will want to take a mobile phone with them on an overseas trip.
 - ii. The member of staff in charge of the visit will notify parents and pupils in advance of the regulations regarding smart devices that will be applied for the duration of the visit.

9. Adult use of Mobile Phones and other smart devices during the school day

- a. Adults should not use phones or other smart devices for personal reasons anywhere on school premises where they can be observed by pupils during the school working day (8.15am – 6.00pm Monday to Saturday).
- b. Adults may use a mobile phone for professional purposes during the working day out of sight of pupils whenever practically possible.
- c. In certain circumstances adults may use a mobile phone or other smart technology in the presence of pupils such as:
 - i. Taking a register on iSAMS, SOCS or other school database.
 - ii. Using an authenticator app.
 - iii. Checking that work or other information has been received from a pupil during the course of a lesson or tutorial.

- iv. Taking photos of a school event on an authorised phone.
- v. Responding to a safeguarding or other emergency.
- vi. As part of a crisis management response.
- d. If an adult receives a phone call whilst in the presence of pupils it is recommended that the call is terminated and that the staff member calls back once in a suitable location or the adult moves to a suitable location immediately.
- e. Other than in an emergency, adult phones should not be visible in the Dining Hall, Chapel, Bacon Theatre, Music School, in communal indoor spaces or in outside areas, whilst pupils are present, unless taking photos on an authorised phone.
- f. At the discretion of the organiser, a parent or guardian may be able to take a photo or video of their child during an event. This is most likely to be at a concert, play or a school match.

10. Expectations for Pupils

- a. Pupils will be:
 - i. Clearly informed of the policy and reminded regularly.
 - ii. Taught about the risks associated with mobile phone and other smart technology use.
 - iii. Supported to understand the benefits of a mobile phone-free environment.
- b. This education will be delivered through:
 - i. Assemblies.
 - ii. PSHE lessons.
 - iii. Tutorials.

11. Role of Staff

- a. All staff are responsible for consistently enforcing this policy. Staff must:
 - i. Follow the guidance for phone use above.
 - ii. Model expected behaviour.
 - iii. Help educate pupils in the value of a mobile-free environment and the risks associated with mobile phones.
 - iv. Challenge breaches calmly and consistently, pouch the device and record via a red chit.
 - v. Follow the sanctions detailed in the Promotion of Good Behaviour Policy.
- b. The expectations of staff are also included in the staff Code of Conduct Policy.

12. The Role of Parents and Carers

- a. Parents are expected to:
 - i. Support the school's mobile phone policy.
 - ii. Reinforce expectations at home.
- b. Parents, visitors and volunteers (including Trustees and contractors) must adhere to this policy as it relates to all adults on the school site during the school day.
- c. There is a separate Photography, Filming and Recording Policy that parents and carers must follow.

- d. Parents should avoid contacting pupils directly during the school day. If this is necessary pupils can be contacted through their house or the Front Office.

13. Sanctions for Breaching the Policy

- a. Breaches of this policy will be dealt with in line with the school's Promotion of Good Behaviour Policy.
- b. Sanctions may include:
 - i. Confiscation of the device usually via a lockable pouch.
 - ii. Detention or withdrawal from activities.
 - iii. Parental contact.
 - iv. Further sanctions for repeated breaches
- c. 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.
- d. The school does not accept any responsibility for phones that are lost or damaged for whatever reason on school premises.
- e. The law protects staff from liability in any proceedings brought against them for any loss or damage they have confiscated for a sanction.

14. Searching and Confiscation

- a. 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.
- b. Searching will be conducted in line with:
 - i. Statutory powers.
 - ii. The school's Promotion of Good Behaviour Policy.
 - iii. National guidance on searching, screening and confiscation.

15. Safeguarding Considerations

- a. If misuse of a mobile phone raises safeguarding concerns, staff will:
 - i. Follow the school's Child Protection Policy.
 - ii. Consult the Designated Safeguarding Lead.
 - iii. Consider whether additional support or referral is required.
- b. The investigation into the misuse of a phone or other smart device may form part of a wider safeguarding or disciplinary investigation.

16. Adaptations and Reasonable Adjustments

- a. The school recognises its legal duties under:
 - i. The Equality Act 2010.
 - ii. The Children and Families Act 2014.
- b. Reasonable adjustments may be made for pupils who:
 - i. Have a disability.
 - ii. Have a medical condition requiring mobile phone use.
 - iii. Have exceptional personal circumstances.

- c. Such use will:
 - i. Be agreed in advance.
 - ii. Be limited to specific purposes, times and locations.
 - iii. Not exempt pupils from all restrictions.

17. Online Safety

- a. The school will:
 - i. Maintain appropriate filtering and monitoring systems.
 - ii. Regularly review online safety arrangements.
 - iii. Ensure pupils know how to raise concerns about online incidents.
- b. Online safety considerations are reflected across all relevant school policies.

18. Communication and Review

- a. This policy will be:
- b. Published and accessible to parents and pupils on the school website.
- c. Reviewed regularly by senior leaders and trustees.
- d. Updated in line with guidance and legislation.

19. Loss, theft or damage

- a. 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.
- b. Pupils and parents/carers are aware of the disclaimer above through the issue of the school policy.
- c. Confiscated phones will be stored in a secure location until an appropriate collection time.