Mobile Phones Policy

Responsible:	**Mrs A Sheridan**
Date of Issue:	September 2026
Review Date:	September 2027

1. Policy Statement

The Ribbon Academy is committed to providing a safe, calm and focused learning environment for all pupils. In line with Department for Education guidance, the school operates as a mobile phone-free environment during the school day.

We recognise that some pupils may require a mobile phone for safety reasons when travelling to and from school. This policy sets out the arrangements for bringing mobile phones onto the school site while ensuring that their use does not interfere with learning, wellbeing, safeguarding, or behaviour.

2. Aims

This policy aims to:

- Promote a positive learning environment free from unnecessary distractions.
- Support pupil wellbeing and positive social interaction.
- Protect pupils and staff from risks associated with mobile phone misuse.
- Safeguard pupils from inappropriate online content, cyberbullying, photography, recording, and social media misuse.
- Provide clear expectations for pupils, staff and parents.

3. Scope

This policy applies to:

- All pupils.
- Parents and carers.
- Staff and volunteers.
- Visitors while on the school site.

4. Pupil Use of Mobile Phones

General Expectations

Pupils are not permitted to use mobile phones during the school day, including:

- Before school once they have entered the school site.
- During lessons.
- During breaktimes.
- During lunchtime.
- During educational visits unless specifically authorised by the school.

Bringing a Phone to School

A pupil may bring a mobile phone to school only where a parent or carer considers it necessary for their journey to and from school.

Any pupil bringing a mobile phone onto the school site must:

1. Switch the phone off before entering the school grounds.

2. Hand the phone directly to their class teacher upon arrival.
3. Ensure the phone remains switched off throughout the school day.
4. Collect the phone from their teacher at the end of the school day.

The phone may only be switched on once the pupil has left the school site.

The school accepts no responsibility for mobile phones not handed to a member of staff in accordance with this policy.

5. Storage of Mobile Phones

Phones handed in by pupils will be stored securely during the school day.

Pupils must not:

- Keep a phone in their pocket, bag, or locker during the school day.
- Use a phone on school premises without permission.
- Share phones with other pupils.

6. Smart Watches and Similar Devices

Smart watches or other devices capable of:

- Sending or receiving messages,
- Taking photographs,
- Recording audio or video,
- Accessing the internet,

will be treated in the same way as mobile phones and should not be used during the school day unless authorised by the Headteacher for medical or safeguarding reasons.

7. Exceptions and Reasonable Adjustments

The school recognises that some pupils may require access to mobile technology due to:

- Medical needs.
- Disabilities.
- Educational or safeguarding requirements.
- Other exceptional circumstances.

Reasonable adjustments will be considered on an individual basis in consultation with parents, relevant professionals and the school's SENCO or Designated Safeguarding Lead. Such arrangements will be documented and regularly reviewed.

8. Contact During the School Day

Parents and carers who need to contact their child during the school day should do so through the school office.

Likewise, pupils who need to contact a parent or carer must speak to a member of staff who will arrange appropriate communication.

9. Photography, Recording and Social Media

Pupils must not use mobile phones or similar devices to:

- Take photographs or videos on school premises.
- Record staff, pupils or visitors.
- Access social media during the school day.
- Share images, videos or messages relating to school activities without permission.

Any such activity may be treated as a safeguarding or behavioural concern.

10. Breaches of the Policy

Where a pupil fails to follow this policy, the school may take appropriate action, including:

- Confiscation of the device.
- Contact with parents/carers.
- Withdrawal of permission to bring a phone to school.
- Application of sanctions in line with the school's Behaviour Policy.

Repeated or serious breaches may result in parents being required to collect the device from school.

Where misuse raises safeguarding concerns, the matter will be referred to the Designated Safeguarding Lead and managed in accordance with the school's safeguarding procedures.

11. Staff Responsibilities

Staff will:

- Consistently apply and enforce this policy.
- Ensure phones handed in are stored securely.
- Report concerns or breaches promptly.
- Promote safe and responsible use of technology.

12. Parent and Carer Responsibilities

Parents and carers are expected to:

- Support the school's mobile phone-free approach.
- Ensure their child understands and follows this policy.
- Use the school office for urgent communication during the school day.
- Inform the school if exceptional circumstances require their child to have access to a device.

13. Monitoring and Review

This policy will be reviewed annually or sooner if changes in legislation, statutory guidance or school circumstances require it.