

Broughton Hall Catholic High School



MOBILE PHONE POLICY

Policy Title	Mobile Phone Policy
Function	This policy outlines the appropriate use of mobile phones on our school site.
Status	Under Review
Further Guidance	Mobile Phone Guidance Behaviour Guidance Keeping Children Safe in Education
Audience	Students, Parents, Staff, Governors, LA, Archdiocese, Public
Ownership	Governors, Head Teacher, Deputy Head
Last Reviewed	July 2025
Reviewed by	K Hayes
Next Review	May 2025

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1. Introduction and Aims

At Broughton Hall Catholic High School, we recognise that mobile phones and similar devices, including smartphones, have become an important part of everyday life for our students, parents/carers and staff, as well as the wider school community. However, we are also aware of the significant challenges that owning a smartphone can bring.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents/carers, visitors and volunteers
- Support other school policies, in particular our safeguarding and child protection policy and our behaviour policy

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

The policy refers to 'mobile phones' which refers to mobile phones and similar devices.

2. Relevant Guidance

This policy meets the requirements of the Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education. Links to this guidance appears on page 1

3. Roles and Responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 Deputy Headteacher is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and students accountable for its implementation.

Staff will address any questions or concerns from parents/carers and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

The school will report on the effectiveness of the policy to governors termly.

4. Use of Mobile Phones by Staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of students throughout the school day.

4.1 Personal mobile phones

Staff (including volunteers, contractors, and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone in the classroom, during contact time with students. Use of personal mobile phones must be restricted to non-contact time, and ideally to areas of the school where students are not present. There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. The Headteacher will decide on a case-by-basis whether to allow for special arrangements. If special arrangements are not deemed necessary, school staff can use the office number 0151 541 9440 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g., ChatGPT or Google Bard). More information with detailed guidance on data protection can be found in the school's data protection policy and ICT acceptable use policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, including connecting through social media and messaging apps. Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or students.

Staff must not use their personal mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- To issue homework, rewards or sanctions (e.g Class charts)
- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of students, their work, or anything else which could identify a student

- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work 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 the phone must not be provided to anyone without authorisation.

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.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

5. Use of Mobile Phones by Students

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

At Broughton Hall Catholic High School, mobile phones are banned from the school premises. We feel strongly that mobile phones must not be used in school. Research shows that schools who are mobile free achieve better academic outcomes and supports psychological and mental wellbeing in girls. A phone free school reduces distraction, social media usage and opportunities for cyber bullying during the school day. We recognise that some parents would like their children to have access to a mobile device on their way to and from school, for safety purposes. For this reason, all students from September 2025 will be issued with a "Hush pouch." Information on mobile pouches has been shared with parents/carers and additional stakeholders.

Mobile pouches are tamper proof and can be used to store a mobile phone throughout the school day if students bring one onto the school site. These are locked pouches that can then be unlocked at 3.00pm at one of the stations around the school exits. Additional information about Hush pouches can be found here <https://www.hushpouch.com> If a student brings their phone without bringing their mobile pouch, they must hand their phone in on arrival. This will be kept in plastic wallet in the school office and can be collected by the student at the end of the day.

School reserves the right to wand / search students to check for any mobile phone devices.

5.1 Use of smartwatches / Air Pods by students

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy. Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features. Simple activity trackers are allowed however these must not have a notifications element enabled.

At Broughton Hall Catholic High School, students are permitted to wear a smartwatches **as long as their phone is locked in the 'Hush' pouch or handed in upon arrival.**

Air Pods are not permitted in school and will be treated in the same way as a mobile phone. **They should be locked in the pouches along with the phone.**

5.2 Exceptions for special circumstances

The school may permit students to use a mobile phone in school, due to exceptional circumstances linked to their medical needs (e.g diabetic students testing their blood sugar). This will be considered on a case-by-case basis. To request such permission, parents/carers should contact their Head of Year who will discuss this with the Senior Leadership Team.

Any students who are given permission must then adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see Appendix A).

5.3 Sanctions

If a student breaches our mobile phone policy and a student's mobile phone is seen or heard, then this will be seen as a very serious offence and the following sanction will occur:

- The mobile phone will be confiscated and placed in the school office in a locked cabinet (Schools are permitted to confiscate phones from students under [sections 91](#) and [94](#) of the Education and Inspections Act 2006)
- Only parents or carers are allowed to collect confiscated phones. They can be collected on the same day of the confiscation between 3.15pm and 4pm. After 4pm, the safe will be locked for the evening and it will need to be collected the following day. (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones](#) in schools)

If a student's phone is confiscated, they will be required to attend the Reflection Room. During that time, they will complete a piece of work linked to mobile safety. Any sanction given will be reasonable and proportionate.

If a student refuses to hand over their phone or attend the Reflection Room, this could result in a further serious sanction such as a suspension.

School will consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The student's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in [Part 1 of Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate. Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Parents and students should remain aware that staff have the power to search students' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a students' phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

If inappropriate content is found on a phone, or the school suspects inappropriate behaviour, relevant agencies, such as the police and social care will be informed.

6. Use of Mobile Phones by parents/carers, volunteers and visitors

Parents/carers, 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.

This means:

- Not taking pictures or recordings of students whilst on the school grounds
- Using any photographs or recordings for personal use only, and not posting on social media without consent.
- Not using phones in lessons, or when working with students

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of students, their work, or anything else which could identify a student

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 5, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first 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 personal mobile during the school day.

7. Loss, Theft or Damage

Students bringing mobile phones to school for safe travelling purposes, must ensure that they are stored securely at the bottom of their school bag in their Hush pouch. They should not be carried on their person and they must remain switched off throughout the school day.

Students must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

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 students are travelling to and from school.

Confiscated phones will be stored in the school office in a locked cabinet until collected by a parent.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

If a pouch is lost or damaged, resulting in it being unusable, then these must be replaced by the parent at a cost of £15

At the end of year 11, students are required to hand their Hush pouches back.

8. Monitoring and Review

The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and students
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher in a timely manner.

Appendix: Code of conduct/acceptable use agreement for students allowed to bring their phones to school due to exceptional circumstances

Code of conduct/acceptable use agreement

You must obey the following rules if you have special permission to bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of school staff or other students.
5. Do not share your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating students or staff via: a. Email b. Text/messaging app c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

	Date	Signature
Name of Student		
Name of Parent		

SUMMARY OF POLICY

The document outlines the Mobile Phone Policy for Broughton Hall Catholic High School, detailing the rules and guidelines for mobile phone use by students, staff, parents/carers, volunteers, and visitors. The policy aims to promote safe and responsible phone use, prevent disruptions, and support safeguarding and child protection measures.

Key Points:

1. Mobile Phone Use by Students:
 - Mobile phones are banned on school premises.
 - From September 2025, students must store phones in tamper-proof "Hush pouch," which are locked during the school day and unlocked at the end of the school day.
 - Phones brought without pouches must be handed in upon arrival to school.
 - Exceptions for medical needs are considered case-by-case.
2. Mobile Phone Use by Staff:
 - Personal phones cannot be used during contact time with students and must be restricted to non-contact areas.
 - Staff must not use personal phones for processing data, taking photos of students, or sharing contact details.
 - Work phones are provided for authorised staff and must be used professionally.
3. Mobile Phone Use by Parents/Carers, Volunteers, and Visitors:
 - Phones must not be used to take photos or recordings of students on school premises.
 - Contact with students during the school day must go via the school office.
 - Volunteers on trips must enforce the policy but cannot search or confiscate devices.
4. Loss, Theft, or Damage:
 - The school is not responsible for lost, stolen, or damaged phones.
 - Confiscated phones are stored securely until collected by parents.
 - Lost pouches must be replaced by parents at a cost.
5. Monitoring and Review:
 - The policy is reviewed every two years, considering feedback from stakeholders and relevant guidance.
6. Sanctions:
 - Students must adhere with searches and confiscations as per DfE guidance.
 - Breaching mobile phone rules are very serious. This will result in confiscation and students sent to the reflection room.
 - Parents are required to collect confiscated mobile phones at the end of the school day.
 - Any student who refuses faces a possible suspension.
 - Serious breaches, such as sexting, upskirting, or threats, may involve police or other agencies.

The policy emphasises the importance of maintaining a phone-free environment to improve academic outcomes, reduce distractions, and support students' mental well-being.