SOUTH WILTS GRAMMAR SCHOOL

MOBILE PHONE POLICY

School Aims
South Wilts is a progressive grammar school which aims to maintain high academic standards and cultural achievement within a caring environment. We seek to encourage responsibility and personal fulfilment so that students attain their maximum potential. The school is dynamic and works with the community to prepare its students for life-long learning and adult independence.

South Wilts Grammar School values and respects all students equally. We seek equitable solutions to support those who are vulnerable or disadvantaged and aim to provide equality of opportunity wherever possible.

South Wilts is committed to safeguarding and promoting the welfare of children. The school fulfils its responsibilities as laid out in the following key documents: Working Together to Safeguard Children, Keeping Children Safe in Education and the procedures of the Safeguarding Vulnerable People Partnership.

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1. Introduction and aims

At South Wilts Grammar School, our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for students, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

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
- Risk of theft, loss, or damage

- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and all other devices, e.g. iPads, tablets, personal laptops etc.

2. Relevant guidance

This policy meets the requirements of section 36 of the Children's Wellbeing and Schools Act 2026, and the Department for Education (DfE)'s mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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, Pastoral, is responsible for monitoring the policy and reviewing it every year and holding staff and students accountable for its implementation.

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

3.2 Trustees

The board of trustees will hold the headteacher to account for the implementation of this policy. The board of trustees has delegated the approval of this policy to the Education and Experience Committee.

4. Use of mobile phones by staff

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 during the school day during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staffroom and staff offices).

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. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- For monitoring medical conditions

School staff can use the school office number 01722 323326 as a point of emergency contact as required.

4.2 Data protection

Staff may access school information through authorised systems on personal devices where permitted by the school. However, staff must not store personal data relating to students on personal mobile phones or enter such data into generative AI tools or similar services unless specifically authorised by the school.

For more detailed information about data protection guidance, see our policy on the website: Policies | South Wilts Grammar School.

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. Our E-Safety Policy provides further information and is available on our website: Policies | South Wilts Grammar School.

Staff must not use their personal mobile phones to take photographs or recordings of students, their work, or anything else that 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 which will be clearly marked as belonging to the school.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of students for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Communication with staff regarding the safety of the pupils on site

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 that could identify a student
- Refrain from using their phones to contact parents. If necessary, contact must be made via school phones. If a staff member does need to use their personal device, they must ensure that their number is blocked or withheld. They must then delete the parent/ carer contact details following the call

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 school 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 code of conduct for more information.

5. Use of mobile phones by students

Students in Year 7-11 are not permitted to use their mobile phones in school. All students (Year 7-11) will secure their mobile phones into the lockable pouch for the duration of the school day. These will be stored securely by students in their school bag. Students can unlock the phone pouches at the end of the school day.

5.1 Use of smartwatches by students

The DfE's statutory mobile phones 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 smartwatches have wellness and health-related features.

All students (Year 7-11) are not permitted to use their smartwatches in school. If students bring a smartwatch to school, they will secure them in their lockable pouch with their mobile phone for the duration of the school day. Students are permitted to wear basic analogue or digital watches for time keeping purposes only.

5.2 Exceptions for special circumstances and for sixth form students

Some students will be permitted to use a mobile phone/smart device in school.

For instance:

- Students with diabetes who use their phones to monitor blood glucose levels
- Sixth-form students

The school may permit students to use a mobile phone in school, due to exceptional circumstances. Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, students or parents/carers should contact Jill Bellamy, Deputy Headteacher, Pastoral; dsl@swgs.wilts.sch.uk.

Any students who are given permission must then adhere to the school's acceptable use agreement for mobile phone use (see appendix 1).

In line with DfE guidance, the school remains a mobile phone-free environment for compulsory school-age pupils. Sixth form students are permitted limited use within designated sixth form facilities out of sight of younger students in the dedicated sixth form areas, as part of their preparation for adult independence and responsibility. Misuse of mobile phones or other devices by students in the sixth form will lead to sanctions according to our student behaviour and sanctions policy.

5.3 Sanctions

Mobile phones will be confiscated on sight by school staff outside of the exceptions detailed in this policy (Schools are permitted to confiscate phones from students under sections 91 and 94 of the Education and Inspections Act 2006).

Action	Consequence
Student forgets phone pouch	Behaviour log for lack of equipment by form tutor in tutor time, reception staff for students arriving late to school. Phone locked away securely for the day at reception.
Student has phone out during the day or is seen with a second phone or	• Staff member confiscates both pouch AND mobile phone and hands in to reception. Log on SIMs.

found in possession of a strong magnet	Pastoral teams to issue sanction (as outlined below) – student and parent/carer notified • FIRST INSTANCE: Confiscation for the remainder of the school day. After school detention • SECOND INSTANCE: Confiscation for remainder of school day. After school detention. Phone handed in daily for five school days. • THIRD INSTANCE: Confiscation of phone for at least the remainder of the school day and until parents collect (this may result over weekend/holidays). One day internal suspension. Phone handed in daily for ten school days. Further incidents will result in escalating sanctions on a case-by-case basis NOTE: Phones will be stored in a secure location at reception.
A student takes another student's pouch	Lost or stolen pouches should be reported immediately to staff. Consequences in line with our Behaviour Policy will be applied to those found responsible for theft.
Student damages/breaks or compromises pouch	Student will have to purchase a new pouch. Where this damage is deemed to be deliberate, further sanctions will apply in line with our behaviour policy

Sanctions for students with exceptional circumstances (see 5.2)

Action	Consequence
Student has phone out during the day outside of permissible use/areas for use	• Staff member confiscates mobile phone and hands in to reception. Log on SIMs. Pastoral teams to issue sanction (as outlined below) – student and parent/carer notified • FIRST INSTANCE: Confiscation for the remainder of the school day. Lunchtime detention • SECOND INSTANCE: Confiscation for remainder of school day. After school detention. Phone handed in daily for five school days. • THIRD INSTANCE: Confiscation of phone for at least the remainder of the school day and until parents collect (this may result over weekend/holidays). One day internal suspension. Phone handed in daily for ten school days. Further incidents will result in escalating sanctions on a case-by-case basis NOTE: Phones will be stored in a secure location at reception.

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 searches of a student's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

- 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 Keeping Children Safe in Education. This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

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
- Bullying or cyberbullying
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

6.1 Visitors (including parents/carers, trustees and contractors)

Visitors 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, unless it's at a public event away from the school site (such as a school fair), for personal use only and not shared online where other children may be identifiable
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, when working with students or while children are present

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

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 that 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 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

6.2 Parents/carers

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

7.1 Storing and securing phones

Students bringing mobile phones to school must ensure that their phones are appropriately labelled, locked in pouches and are stored safely in their school bags.

Students should turn their phones off and secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

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. Lost phones or pouches should be returned to a member of staff. The school will then attempt to contact the owner.

The pouches are school property and are lent to students to use during their time in school. Students should not damage or tamper with the pouches. If a pouch is vandalised, a student will be sanctioned in accordance with our school behaviour policy. Students will be required to purchase a replacement pouch.

7.2 Searching, Screening and Confiscation at school

Any prohibited items found in a student's possession will be confiscated, including mobile phones which are not locked in school pouches. Searching, screening and confiscation is conducted in line with the DfE's latest guidance on searching, screening and confiscation (Searching, Screening and Confiscation: Advice for Schools).

South Wilts Grammar School will also confiscate any item that is harmful or detrimental to school discipline, as outlined in our Student Behaviour and Sanction policy. Further information on searching, screening and confiscation can be found on page 10 of our Student Behaviour and Sanction policy.

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

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 organisation

The school will monitor the effectiveness of the policy through behaviour, attendance, safeguarding and wellbeing indicators.

Reviewed by	Date of Review / approval	Review cycle	Next Review Date	Statutory / Non statutory	Website
Ed Ex Committee	Autumn 2026	Annually	Autumn 2027	Statutory	Yes

9. Appendix 1: Acceptable use agreement for students allowed to bring their phones to school due to exceptional circumstances (Medical Exemptions and Sixth Form Students)

Mobile phone or technology acceptable use agreement

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

1. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to for a specific reason.
2. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
3. You cannot take photos or recordings (either video or audio) of school staff or other students.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's password(s) or access code(s) with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's [behaviour policy]. This includes bullying, harassing or intimidating students or staff via:
    a. Email
    b. Text/messaging app
    c. Social media
7. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by 'sexting'.
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. 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.
10. Don't use your phone to view or share pornography or other harmful content.
11. 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.
12. 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.

10. Appendix 2: Permission form allowing a student to use their phone in school

STUDENT DETAILS	
Student name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow ..... to use their mobile phone to school because they:

- Need their phone to support their medical needs

Students who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right to revoke permission if a student does not abide by the policy.

Parent/carer signature: _____

Student signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where students are present. If you must use your phone, you may go to designated staff areas
- Do not take photos or recordings of students (unless it is your own child alone), or staff
- Do not use your phone in lessons, when working with students or while children are present

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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