



# Archbishop Tenison's

CHURCH OF ENGLAND HIGH SCHOOL

## School Policy 4c – Mobile Phone Policy

The Full Governing Body is responsible for this policy. The person in the school who prepares the text of this policy for the Governors is the Headteacher. It will next be reviewed in November 2026.

### The policy summarised:

The purpose of the policy is that we continue to ensure that the environment at school is one of academic study, personal development and self-discipline. The impact of mobile phone usage continues to increase, with more and more problems caused both in and out of lessons needing to be dealt with by staff. As a result of continuous review, the policy now considers more carefully the issue of consent and the significant and often long-lasting negative impact of sharing images or videos of pupils, students, staff within the school environment. Additionally, the policy continues to make clear that Archbishop Tenison's School site is a place where mobile phones are not to be used by pupils.

All pupils in Years 7 – 11 are not allowed to use their phones or to have them on display at any point during the school day and while they are on the school site. This includes headphones/earphones, ear/air pods and smart watches which should also not be in use or visible.

Sixth Form students have the privilege of using their phones in the Sixth Form Centre and in the Study Centre, Room 10 or when working in a classroom **if using this technology aids their learning.** If Sixth Form students use their phones or have phones, headphones/earphones, ear/air pods on display in the main areas of the school, they will be subject to the same consequences as the pupils in Years 7-11.

### In practice:

1. Mobile phones may be brought to school for use on the journey to and from school. Any pupil who needs to contact home at any time during the day including break or lunchtime should go to reception and give the reason why they would like to use their mobile phone during the school day. If there is a valid reason, they will be given permission to use their mobile phone under supervision.
2. Mobile phones should be placed-securely in a bag or zipped pocket before entering the school site on arrival. The exception to this is during lessons if pupils are expected to use their phones as cameras for pre-planned learning activities. In this case, pupils will be issued with a lanyard to wear indicating that permission has been granted to use a mobile phone. Following the lesson, phones must be placed securely in a bag or zipped pocket.
3. Mobile phones, headphones/earphones, ear/air pods are not to be seen on the school site. If they are seen by a member of staff, they will be confiscated and handed in to reception. A demerit will be received and recorded on the system when a mobile phone is confiscated. The pupil/student should collect the phone or headphones/earphones, ear/air pods at the end of the school day.

4. If the confiscation takes place after 3.10, the phone can be collected by the pupil at 3.10  
  
on the following day. A record will be kept and on the fifth and any subsequent occasion, the pupil will sit a Head of Year detention.
5. If the mobile phone and or headphones/earphones, ear/air pods is/are to be confiscated and the pupil/student chooses not to cooperate, this will be understood as a refusal to follow the instruction of a member of staff and a disrespect for the rules of the school and will be dealt with as a defiance.
  - The member of staff will remind the pupil of the consequence of choosing not to cooperate and repeat the request to hand over the phone. The staff member may choose to ask for support to manage the defiance and or ensure instructions are followed.
  - Should the pupil continue to ignore instructions and be defiant, not handing in the device/items to the staff member of supporting leader, staff will communicate to the pupil that they will inform the relevant member of Leadership (Head of Year or Senior Pastoral Leader where possible) to follow up the refusal to hand in a mobile phone and or headphones/earphones, ear/air pods in line with the discipline policy.
  - The Head of Year will contact parents/carers and communicate the consequence, one day internal exclusion in the Inclusion room for '*defiance to staff (e.g. 'shut-up', swearing, threatening, refusal to hand over a mobile phone when seen onsite)*'.
5. Any safeguarding concerns around consent and specifically the use of a mobile phone to take images or videos of pupils, students or staff on the school site will be dealt with at a higher level in line with policy. Whether a one off or repeated behaviour, the school will not tolerate the use of a mobile device to bully, threaten, belittle or degrade members of our community. The negative impact of this type of behaviour can be long lasting and significant.
  - On occasions staff may have reasonable grounds for suspecting the content on a mobile device or the actions already taken on mobile device may be a risk to the safety or wellbeing of another community member. Where this is the case staff may confiscate mobile devices. The pupil should understand the reason for the search/confiscation and understand the subsequent follow-up/actions of the confiscation. In all cases the search/confiscation should be carried out in line with the practice clearly outlined in the 'searching pupils' guide. Importantly, any action should be recorded, and parents/carers should be informed promptly.

The school remains responsive to emerging trends, safeguarding risks and best practice. Its approach to mobile phone management will continue to be reviewed. Further preventative measures, such as phone pouches or similar systems, may be introduced where necessary to protect the wellbeing and safety of the school community.

Further information: Mobile Phones in schools - Guidance for schools on prohibiting the use of mobile phones throughout the school day.

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