



Ysgol Bryn Alyn Mobile Phone Policy

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Policy Type:	Statutory Policy / Statutory Documents LA Recommended Policy / Document School Policy
Policy Origin i.e:	** <i>Chair/Headteacher indicate where the policy originates from by circling or highlighting before sending to Clerk</i> LA Model Policy / LA Policy / Welsh Assembly Government Model Policy / Other (If 'Other' please detail source below): Recommended policy written by School
Is this a new or revised policy:	New / Revised
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Name of SLT responsible for review and implementation of policy:	A Slinn / A Kipping / J Ebrey / R Ransome / E Williams/
Chair of Governing Body / Chair of Committee:	Signature: Date:
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Introduction

Technology is deeply embedded in modern society, transforming how we engage with services and consume content. At **YBA**, our number one priority is ensuring the **safety and happiness** of every child. As part of this commitment, we recognize our **legal obligation** to protect students from harm and exercise our duty of care in teaching them how to keep themselves safe.

The updated statutory guidance for schools, **Keeping Children Safe in Education (March 2022)**, emphasises the importance of actively supervising and monitoring students' online activities. Modern smartphones come equipped with powerful capabilities, including cameras, internet access, and social networking features. Unfortunately, these features can also lead to increased incidents of **online abuse** and **cyberbullying**, significantly impacting students' **wellbeing** and **mental health**.

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

While mobile phones can provide a positive means of communication, their use is unnecessary during the school day. **Pupils SHOULD NOT (unless exempt, see appendix 1) bring mobile phones onto school site and YBA will not take responsibility for any mobile phone brought onto our site.** However, for those pupils who require their phone for travel to and from school, YBA provides **storage facilities** for mobile phones during school hours.

Where a mobile phone is brought into school, it is entirely at the child's and parents' own risk. The school accepts no responsibility for the loss, theft or damage of any phone or electronic device brought into school.

This policy is guided by the following:

- DFE '**Mobile Phones in Schools**' Guidance (February 2024)
- **Keeping Children Safe in Education (March 2022)**
- DFE **Searching, Screening, and Confiscation** Guidance (July 2022)
- **Article 8 of the European Convention on Human Rights**
- **Education Act 1996**

General Rule

Mobile phones and electronic devices are banned from use on the school site. For the purposes of this policy, the school day begins the moment children enter the school grounds and ends once the children leave the school grounds. Mobile phones will not be permitted to be used at any after school extra-curricular clubs or detentions.

If a pupil requires their phone for travel to and from school, then they will be expected to place their phones in the safe provided in each form room. Phones must remain **switched off** and stored as detailed below and, as a consequence of this storage, mobile phones will

not be seen or heard (including vibrate) throughout the school day. **YBA will not accept responsibility for the loss, theft or damage of any phone or electronic device brought into school**

Storage of Mobile Phones (only if a pupil requires their mobile for travel to and from school)

1. Phones must be switched off and placed in the **allocated form safe** within **5 minutes of arriving at registration**.
2. Pupils will place their phone in a named plastic wallet before placing in their form safe.
3. Phones will remain stored in the safe during the school day.
4. Pupils can retrieve their phones from the form room at the end of the school day.

Exceptions

- **Medical Tracking Needs:** Pupils requiring phones for medical purposes must submit **Appendix 1** with appropriate medical documentation (e.g. a care plan). These phones may be carried throughout the day but are strictly for managing the medical condition. Misuse will result in a review with parents and the school nurse.
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Consequences for Non-Compliance

Pupils and their parents should be very clear that YBA is within its rights to confiscate the phone where this policy has been breached. Where a mobile phone is brought into school and then confiscated, as the pupil has not followed our policy of safekeeping in form rooms, YBA will not accept responsibility for the loss, theft or damage of any phone or electronic device brought into school.

(Ref: Section 94, Education and Inspections Act 2006 states that "a person who seizes, retains or disposes of the item is not liable in any proceedings in respect of a. the seizure, retention or disposal or b. any damage or loss which arises in consequence of it').

Pupils may be subject to random searches to ensure compliance with this mobile phone policy.

Breaches of this policy will result in proportionate actions, including:

- **Tawelfan Placement:**
 - Any pupil found with a phone during the school day (including phones left switched on or found in bags/pockets) will be placed in **Tawelfan for five lessons**.
 - The phone will be confiscated and stored until collected by a **Parent/Guardian** after 3pm, on the first occasion (see note below regarding repeated defiance).
- **Headphones/Earphones:**
 - Only wired headphones will be permitted in school for educational purposes.

- Any visible Bluetooth headphones/earphones/airpods will be confiscated, and **pupils may be searched to ensure compliance with the mobile phone policy. These are banned during school hours.**
 - **Repeated or Serious Misuse:**
 - Persistent breaches may result in an **outright ban** on bringing a mobile phone to school, either temporarily or permanently, at the Headteacher's discretion.
 - Pupils failing to comply with this policy may face a **fixed-term exclusion**.
 - **Serious Misuse:**
 - Misuse that causes **harassment, alarm, or distress during school hours or travelling on school transport** will be escalated, and the **Police** may be involved. This may lead to exclusion, with consideration given to the victim's wellbeing.
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Smart Watches

We recommend Smart watches are NOT worn to school. If worn, they must remain on **flight mode** during school hours. Smart watches are NOT permitted for examinations and assessments. If a pupil is suspected of using a smart watch, they will be asked to show that it is in flight mode. **Non-compliance will result in confiscation**, and the device must be collected by a parent/guardian after 3 pm, in the first instance and by appointment only with the Head of Year for a repeated breach.

Safeguarding

Some parents express concerns about the confiscation of mobile phones as a **safeguarding risk**. However, safeguarding risks refer to situations where a child is at risk of harm or abuse, which is unlikely to arise from a confiscation. Pupils are regularly reminded to comply with the policy to retain the ability to contact parents outside of school hours.

If a pupil requires contact with home during the day, they can access school phones via **Reception** or **Pupil Support**, with YBA staff permission.

Confiscation & Recording

YBA will not take any responsibility for mobile phones & electronic devices brought onto site

- Phones will be stored in the **school office**, and the confiscation will be logged in the **school behaviour system**.
- For repeated breaches, appointments will be required with the relevant Head of Year for parents/guardians to retrieve the phone.
- In cases of **serious misuse**, a senior staff member may examine the phone in line with DFE **Searching, Screening, and Confiscation** Guidance (July 2022)

'An authorised staff member carrying out a search can confiscate any item that they have reasonable grounds for suspecting:

- ✓ poses a risk to staff or pupils;
- ✓ is prohibited, or identified in the school rules for which a search can be made or
- ✓ is evidence in relation to an offence. (paragraph 57)

Staff may examine any data or files on an electronic device they have confiscated as a result of a search, as defined in paragraph 57, if there is good reason to do so (paragraph 74)

In determining whether there is a '**good reason**' to examine the data or files, the member of staff should reasonably suspect that the data or file on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.' (paragraph 78)

Role of Parents

Parents play an important role in supporting this policy by:

- Reinforcing the importance of compliance at home, including discussing the risks of mobile phone misuse.
 - Using school communication channels (e.g. Reception) to contact their child during school hours if needed.
 - Avoiding direct visits to retrieve confiscated phones; appointments **must** be scheduled.
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Use of mobile phones by staff

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise involved/employed by the school) are not permitted to make or receive calls, or send texts, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where children are not present (such as Faculty offices and the staff room).

Emergency contact number for YBA is **01978 720700**.

Using mobile devices for work purposes

In some circumstances, it may be appropriate for staff to use mobile devices for work. Such circumstances may include, but are not limited to:

- ✓ Use of Edulink e.g. registers, pupil information including timetables
- ✓ Resourcing lessons where required (e.g. use of music in a gymnastics lesson)
- ✓ Emergency evacuations / lockdown
- ✓ Communicating between faculty members / SLT on school site
- ✓ Facilities management / contractors
- ✓ Supervising off-site trips
- ✓ Supervising residential visits
- ✓ YBA publicity

In these circumstances, staff will:

Use mobile devices in an appropriate and professional manner.

Use of mobile devices by parents, volunteers and visitors

Parents, 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 using phones in lessons, or when working with children.

- ✓ Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception.
- ✓ Parents or volunteers supervising trips are also responsible for enforcing the school's policy for children using their phones, as set out above.
- ✓ Parents must use either Reception or Pupil Support (attendance officer) 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.



Appendix 1 – Application for Medical Use of Mobile Phones

Student Name: _____ **Form Group:** _____

Medical Reason for Carrying Mobile Phone: _____

I hereby request permission for my child to carry their mobile phone in school for medical purposes only. I acknowledge that the phone is **not to be used for any other purpose** and that the school is not responsible for loss, damage, or theft.

Parent/Guardian Signature: _____ **Date:** _____

Relationship to Student: _____

YBA Staff Signature (Granting Permission): _____

Date: _____

This policy is designed to promote a safe, focused, and respectful school environment while supporting the wellbeing of all students.



Appendix 2 - Frequently Asked Questions

What if I want to reach my child during the school day?

We want our pupils to be engaged in their learning. If you need to contact your child during the school day, contact the school's reception on 01978 720700.

What if my child needs to contact me during the school day?

If your child needs to get in touch with you, they can ask at Reception or Pupil Support (Attendance office) – where staff can relay a message to you or give permission for them to speak to you via a school telephone.

What if there is a school emergency?

In case of a school emergency, we direct our pupils to safety first, following our school emergency protocols. We will keep parents informed as soon as we are able via the school's usual communication channels. It is vital that telephone lines are kept 'free' in these circumstances for emergency services.

Will my child's mobile device be safe?

Pupils **SHOULD NOT** (unless exempt – see Appendix 1) bring mobile phones onto school site and **YBA will not take responsibility** for any mobile phone brought onto our site. However, for those pupils who require their phone for travel to and from school, YBA provides storage facilities for mobile phones during school hours. **Where a mobile phone is brought into school, it is entirely at the child's and parents' own risk. The school accepts no responsibility for the loss, theft or damage of any phone or electronic device brought into school.**

What if my child is caught on their mobile device?

If your child is found using their phone, it will be confiscated for the remainder of the day and will be available for a parent/guardian to pick up in the first instance, after 3pm and your child will be placed into Tawelfan for 5 lessons.

If it happens again, appointments will be required with the relevant Head of Year for parents/guardians to retrieve the phone. Persistent breaches may result in an **outright ban** on bringing a mobile phone to school, either temporarily or permanently, at the Headteacher's discretion. This would mean that your child would not have their phone for travelling to and from school.

Pupils continuing to fail to comply with this policy may face a **fixed-term exclusion**.

My child uses their mobile device to photograph their timetable – how will they know what lessons they have?

We will be giving every student in the school a timetable in a plastic wallet so they know where they are going from one lesson to the next. Each form tutor will have a form file with all individual timetables for reference.

My child uses their mobile device to check the time, how will they know what time it is?

Pupils are allowed to wear watches. Pupils could check on clocks placed around the school. Pupils could check the time with a staff member.

Could my child be searched for their mobile device?

Yes, members of SLT, Heads of Year and the Behaviour Manager may conduct random searches to ensure compliance with the mobile phone policy. Those pupils who require their mobile phone for travel to and from school should be placing their phone in their form safe at the start of the day. As a consequence of this policy, NO pupil should have a phone on their person or in their belongings. **YBA is a mobile free school.**

What if I cannot collect the mobile device from school after 3pm?

The phone will remain in the front office until you are able to make an appointment to meet with the Head of Year and pick it up. School staff will support with any contact that may be needed to ensure your child can make their way home safely.

What happens if I am picking up my child for an appointment during the day? Where should they put their mobile device if they cannot have it in their school bag?

As this will be a preplanned absence, your child should report to the Attendance Officer before 8.40am and leave their phone in the safe here. When they 'sign out' for their appointment, their mobile device will be handed over to them.

If they are late to school due to an appointment, then on signing in they should ensure that their phone is placed in the Attendance Office safe, and they can pick it up from there at the end of the day.

What if my child is representing the school or on a trip during the school day? Will they be given permission to take their mobile device? How do they access them when they arrive back to school after 3pm?

The PE Faculty will have a safe in their office area so that if your child is out at a fixture, they can place their device in the PE safe before 8.40am to ensure that when they return from their fixture, PE staff can easily access their devices. PE staff will use EDULINK to update parents on timings of return to school.

For trips, including residential trips, and visits generally, a decision will be made by SLT and the trip leader about whether mobile devices are required, and this will be communicated to you by the trip leader before the day.

For a trip taking place within school hours (8.40 – 3pm), unless specified, it will be mobile device free. If the trip leaves halfway through the day and a decision has been made that pupils can take their mobile devices, the front office will be the storage space for the pupil devices so that pupils can pick them up when leaving for the trip. **We would recommend that if the decision is that phones are NOT required, then the pupils DO NOT bring them in.** Again, trip leads will send EDULINK messages to inform parents/guardians about timings of return.

What happens once Year 11 are only coming in for their GCSE exams and therefore, not going to form?

Pupils will continue to follow exam protocol and hand in any mobile phones to the exam invigilator BEFORE going into the exam hall. They will collect them following the exam finishing and going off site.



Appendix 3 – Mobile Phone Information Slip for Visitors

Use of mobile phones at YBA

1. Please keep your mobile phone on silent/vibrate while on the school grounds.
2. Please do not use phones where children are present.
3. If you must use your phone, you may go to the staff room
4. Do not take photos or recordings of children or staff
5. Do not use your phone in lessons, or when working with children

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 reception.