



## Merchant Taylors' Schools, Crosby

# Mobile Phone Policy – Pupils

Policy Owner	Deputy Head (Pastoral)
Last reviewed by Date	Deputy and Assistant Heads Pastoral May 2025
Last approved by <u>Date</u>	Deputy Head (Pastoral) May 2025
Frequency of review	Annual
Next policy review by owner	April 2026
Next policy approved by Board of Governors (if applicable)	
Circulation:	All Staff Governors Pupil and Parents (upon request)
Related Policies:	Safeguarding Policy AUP Behaviour Policy Anti-Bullying Policy Management of Educational Visits Policy Photography and Sharing Images Policy
Regulatory Body (if applicable)	Department for Education Independent Schools Inspectorate
Relevant legislation/guidelines	Education and Inspections Act 2006 The DfE statutory policy Keeping Children Safe in Education (KCSIE) (2024) Mobile phones in schools: Guidance for schools on prohibiting the use of mobile phones throughout the school day (2024) Searching, Screening and Confiscation; Advice for schools Children and Social Work Act 2017 The DfE statutory policy in Working Together to Safeguard Children (2018) The Early Years Foundation Stage Statutory Framework (2017)

## Contents

Section		Page No
1	Purpose	3
2	Rationale	3
3	Responsibility	3
4	Access to mobile phones within School during the normal school day on site	3
5	Other Acceptable Uses	4
6	Unacceptable Uses	5
7	Theft or Damage	6
8	Escalating Sanctions	6

## **1. Purpose**

The widespread ownership of mobile phones among young people requires that Merchant Taylors' as a whole school, teachers, pupils, and parents take steps to ensure that mobile phones are used responsibly, where use and possession are permitted, within School. This Policy is designed to ensure that potential issues involving mobile phones can be clearly identified and addressed, ensuring the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our pupils. This Policy for mobile phones in conjunction with the ICT and Social Media Acceptable Use policy also applies to pupils on school buses, during school excursions, residential activities and extra-curricular activities.

## **2. Rationale**

- 2.1.** The School recognises that personal communication through mobile technologies is an accepted part of everyday life but that such technologies need to be used well.
- 2.2.** Merchant Taylors' accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about older pupils travelling alone on public transport or commuting long distances to School. It is acknowledged that providing pupils with mobile phones gives parents reassurance that they can contact their children if they need to speak to them urgently outside of the school setting.
- 2.3.** Pupils are taught through the wider curriculum, PSHE and Relationships and Sex Education, how to stay safe, including staying safe online and the dangers of cyber-bullying.
- 2.4.** During the School day pupils should only make contact with parents and parents with pupils via the School Reception.

## **3. Responsibility**

It is the responsibility of pupils who bring mobile phones to School to abide by the guidelines outlined in this document. Parents should be aware if their child takes a mobile to School. Both parents and pupils need to recognise that the School does not take responsibility for the safety of the phone whilst on School property or is being used as part of a School excursion; the mobile phone is brought into School entirely at the risk of the owner.

## **4. Access to mobile phones within School during the normal school day on site:**

### **4.1. Pupils in EYFS and Years 1-6**

Pupils are not permitted to bring their mobile phones into School. However, where a pupil has been given permission (for the reasons outlined in section 5), mobile phones should be handed into the School office upon arrival to School and then picked up from the School office at the end of the day. Pupils should not be in possession of a mobile phone during the School day. The phones will be stored securely during the day.

The use of SMART watches is not permitted.

#### **4.2. Pupils in Years 7 to 11**

If a pupil wishes to bring their mobile phone to School, it will be placed into their locker, located in their form room at 08:40. And then picked up at the end of the School day, at 16:00.

Pupils should not be in possession of a mobile phone during the School day unless a member of staff has requested that they can use their mobile phone for a particular reason or in a lesson. However, owing to the availability of school-issued devices, it is anticipated that this will be an infrequent occurrence and should always be with prior arrangement. The member of staff should consult with the Deputy Head [Pastoral] before making these arrangements.

The use of SMART watches is not permitted.

#### **4.3. Pupils in Years 12 and 13**

While pupils in Years 7–11 are not permitted to use mobile phones during the School day, Sixth Form pupils are trusted with greater freedom in recognition of their age, maturity, and increased responsibility for their learning. This policy reflects that trust, while setting clear expectations and boundaries.

Pupils are permitted to keep their mobile phone on their person.

Mobile phones may be used in the Sixth Form common room and designated study areas for appropriate purposes, such as checking emails, researching, or communicating with parents.

Phones must not be used in corridors, classrooms [unless directed by a teacher], or shared school spaces used by Years 7–11.

During lessons, phones must be switched off or set to silent and kept out of sight, unless their use is explicitly requested by a teacher for educational purposes.

Other unacceptable use includes:

- Filming or photographing staff or pupils without permission.
- Using phones to access or share inappropriate content.
- Messaging or using social media during lessons or assemblies.
- Disrupting the learning environment or ignoring staff instructions regarding phone use.

The use of SMART watches is not permitted.

### **5. Other Acceptable Uses**

#### **5.1. Special individual pupil circumstances**

Exceptions may be permitted only in special circumstances if the parent/carer specifically requests it or if a child needs to make contact with one of their parents. Such requests will be handled on a case-by-case basis and should be directed to the Deputy Head [Pastoral] in the

first instance. Parents are reminded that in cases of emergency, the School Reception remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.

## **5.2 Remote learning and the use of mobile devices**

Where a pupil accesses remote learning from home pupils should use their School-issued device at home to access lessons and will be expected to work within the MTS protocols for remote learning and the School's ICT Acceptable User Policy.

## **5.3 School trips and excursions**

The use of mobile phones may be altered during the period that a pupil participates in a school trip and is at the discretion of the trip leader. It is important to note that sections 6.2-6.5 are still applicable.

## **6. Unacceptable Uses**

- 6.1.** Unless express permission is granted, mobile phones belonging to pupils in Years 7 to 11, should not be used to make calls, send or post messages, surf the internet, take photos or use any other application during the school day.

Pupils in Years 7 to 11 should only use their mobile phones before or after School and not on the school premises.

- 6.2.** It is forbidden for pupils to use their mobile phones to take videos and pictures of acts to denigrate and humiliate any member of the School Community, and/or to send the pictures to other pupils or upload it to a website for public viewing. This includes using mobile phones to photograph or film any member of the School Community without their consent. Using mobile phones to bully and threaten other members of the School Community is unacceptable and will not be tolerated. It can be a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced. Pupils using mobile phones to bully any member of the School Community will face disciplinary action and it may be appropriate for the School to consider involving the police.
- 6.3.** Mobile phones are not to be used in any situation that may cause embarrassment or discomfort to fellow pupils, staff or visitors to the School. Pupils must not use photo or video capability on mobile phones which could bring the School's name into disrepute.
- 6.4.** Mobile phones must not be taken into any examination situation. Any pupil found to be in possession of a mobile phone during an examination could be prevented from completing that and other public examinations as a result following JCQ regulations on malpractice.
- 6.5.** Staff have the power to search pupils' phones in specific circumstances 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).

## **7. Theft or Damage**

- 7.1.** Pupils should mark their mobile phones clearly with their names using an indelible ink.
- 7.2.** The School encourages pupils who bring a mobile phone to School to ensure that asset tracking services are enabled.
- 7.3.** To reduce the risk of theft during School hours, pupils who are permitted to carry mobile phones are advised to keep them well concealed and not advertise that they have them.
- 7.4.** Mobile phones that are found in the School and whose owner cannot be located should be handed in to Reception.
- 7.5.** The School accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- 7.6.** The School accepts no responsibility for pupils who lose or have their mobile phones stolen or damaged travelling to and from School, during School trips, on residential activities and in extra-curricular time.
- 7.7.** It is strongly advised that pupils use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other pupils, or if stolen). Pupils must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared. Pupils and parents should consider installing phone tracking and locating software.

## **8. Escalating sanctions**

Breaches of the Mobile Phone Policy will lead to confiscation of the mobile phone by the member of staff. The confiscated item will be taken immediately to the reception/main School office by the member of staff for safe keeping. This will be recorded by the school office and shared with pastoral leads.

### **8.1 Confiscation (Stanfield) where a pupil has prior agreed permission to have possession of their phone**

#### **1st Confiscation:**

Parents will be notified that their son/daughter has had their mobile phone confiscated via an email. The confiscated item will be returned to the pupil at the end of the day. The pupil will be given a School detention.

#### **2nd Confiscation:**

Parents will be notified that their son/daughter has had their mobile phone confiscated for the second time via an email. The confiscated item will need to be collected by the pupil at the end of School on the following day. The pupil will be given a school detention. In the event that the pupil needs to call home, he/she can either ask to use the phone at reception.

**3<sup>rd</sup> Confiscation:**

Parents will be notified that their son/daughter has had their mobile phone confiscated for the third time via an email. The confiscated item will need to be collected by a parent at their earliest convenience. The pupil will be given a school detention and will be required to sign a mobile phone contract. The mobile phone contract stipulates that the pupil will leave their phone at home or hand it in daily to the class teacher and must be signed by the pupil and parent.. Failure to do this, and then to subsequently be caught using it, will result in more severe sanctions.

**8.2 Confiscation (Senior School)**

**1<sup>st</sup> Confiscation:**

Parents will be notified that their daughter has had their mobile phone confiscated via an email. The confiscated item will be returned to the pupil at the end of the day.

**2<sup>nd</sup> Confiscation:**

Parents will be notified that their child has had their mobile phone confiscated for the second time via an email. The confiscated item will need to be collected by the pupil at the end of school day. The pupil will be given a school detention.

**3<sup>rd</sup> Confiscation:**

Parents will be notified that their child has had their mobile phone confiscated for the third time via an email. The confiscated item will be collected by the pupil at the end of the school day. The pupil will be given a Saturday Detention and will be required, along with their parents/carers to meet with the Deputy Head [Pastoral].

Where a pupil accumulates 3 confiscations in an academic year, the school reserves the right to withdraw permission for the pupil to bring their phone into school.

**8.3 Confiscation (Sixth Form)**

**1<sup>st</sup> Offence:**

Verbal warning and phone to be put away immediately.

**2<sup>nd</sup> Offence:**

Phone will be confiscated for the remainder of the School day. Parents will be notified that their child has had their mobile phone confiscated for the second time via an email. The confiscated item will need to be collected by the pupil at the end of School day.

**Repeated Offences:**

Phone will be confiscated for the remainder of the School day. Parents/carers will be contacted and a formal behaviour agreement may be implemented, including possible restrictions on phone use within school.

**Serious Misuse (e.g. filming others, offensive content):**

Immediate confiscation and referral to the Head of Sixth Form; further sanctions may be applied in line with the school's Behaviour Policy and Acceptable Use Policy.

#### **8.4 Additional Sanctions**

Sanctions in cases where it is proven that there has also been an online safety issue will be in line with those outlined in the School's ICT and Social Media Acceptable Use Policy, Behaviour Policy and Anti-Bullying Policy.