Handsworth Grange Community Sports College

Mobile Phone Policy
2025- 2028

Date First Published	1 September 2022
Version	3
Last Approved	9 December 2025
Cycle	Three Yearly
Review date	1 September 2028

Changes to this edition

July 2026

- Repeat offenders (two or more incidents) parents required to collect pupil's phones from the school Reception.

Mobile Phone Policy

1. Purpose

This policy outlines the acceptable use of mobile phones at Handsworth Grange Community Sports College in the context of safeguarding, underpinned by our mission, vision and values which permeate everything we do and say.

At Handsworth Grange Community Sports College we recognise the vulnerability of our students and the potential for exploitation and abuse through the inappropriate use of mobile phones. We take steps to ensure that our safeguarding procedures are all-encompassing and robust.

2. Aims

This policy aims to ensure:

- There is a shared understanding of and adherence to the policy by all stakeholders and visitors (including contractors, kitchen staff, midday cleaners) and ensure increased vigilance.
- The awareness of all staff (including students on placement, volunteers and those from Supply Agencies) is raised in their role of safeguarding in all areas of school life.
- A secure environment in which students (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes and make sure that students receive the undivided attention of adults at all time
- Students and staff are primarily focused on learning and best outcomes for students whilst in school.

3. Key Principles

The key principles that underpin this policy are:

- The safeguarding of students is of paramount importance
- Every staff member is accountable for the safeguarding of our students
- All students have a fundamental right to be protected from harm
- Every child has a right to be valued as an individual and treated with dignity and respect
- Every child has the right to an exceptional education, every day.

4. Student Mobile Phone Acceptable Use

Students are **not allowed phones in school, and they must not be seen or heard** for the reasons outlined below:

- Prime source of Low-Level Disruption (LLD) in lessons
- Students calling parents to pick them up if they feel ill, without any contact through medical team or the Student Office.
- Staff having photos/videos taken and used in social media
- Persistent safeguarding issues and concerns

Student mobile phone use is prohibited on the school site, including all social times and class changeover. This applies to any electronic device brought in by students that is deemed to be obstructive and disruptive to teaching and learning. This does not include those students who require the use of electronic devices as an essential tool for their learning.

Staff will be consistent and follow the policy outlined below for contravention of the student mobile phone policy:

- The phone is confiscated, and behaviour for learning policy followed.
- The phone is placed in main reception to be collected at the end of the day by the student.
- Repeat offenders (two or more incidents in any academic year); parents are to be contacted and are required to pick up the phone from the main reception when convenient with pastoral team informing parents and an escalation sanctioned if required.
- If the student refuses to hand the phone over, the school behaviour policy is to be followed, and pastoral team follows up if escalation is required.

5. Staff Mobile Phone Staff Acceptable Use

At Handsworth Grange Community Sports College we recognise that mobile phones play an important part in our lives and when used as they are intended, can bring substantial benefits.

We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies student's right to dignity, privacy and respect. They also have the potential to distract staff from their work with students.
Staff members (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that the device:

- Is used only in office spaces, the staffroom when no students are present, or outside of the school gate.

- Only used during break/lunch times and at either end of the school day.
- When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.
- Personal mobile phones must not be used to take photos of students except in very exceptional circumstances when permission from a senior leader must been sought and granted in advance and the image erased as soon as possible in the presence of a work colleague.
- Teachers who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution. Teachers are strongly discouraged from doing so.
- Staff may use their phones in the event of an emergency e.g. contacting reception or in a family emergency.
- The above information is shared with new staff members as part of the induction process.
- If a staff member is found to have contravened policy expectations the matter could be dealt with as a disciplinary matter.

6. Visitor and Contractor Mobile Phone Staff Acceptable Use

- Visitors may bring mobile phones on to the school site but are asked to switch them off and place them out-of-sight until they leave exiting the school gates/reception. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities.
- Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy
- All visitors are made aware of the mobile phone policy in advance upon their arrival to the school

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.

If you have a concern or are contacted by an external party regarding a safeguarding emergency, the DSL and DDSL should be contacted immediately if a concern is raised/reported. Details surrounding reported incidents will be investigated and action taken accordingly.