POLICY FOR	**Mobile Phones**
PERSON RESPONSIBLE	**Deputy Headteacher**
REVIEW DATE	**November 2026**
NEXT REVIEW DATE	**November 2027**
APPROVED BY	**GOVERNING BODY**
APPROVED DATE	**November 2026**

Introduction

The Malling School is committed to providing a calm, safe and disruption-free learning environment where pupils can focus on learning, develop positive relationships and enjoy meaningful social interaction.

This policy supports our vision of **The Malling School Way** and complements the Behaviour Policy, Safeguarding Policy, Online Safety Policy and Acceptable Use Policy.

We operate a **"Not Seen, Not Heard"** approach to mobile phones.

Pupils may bring a mobile phone to school, but from 08:45 until 15:20 it must be switched off and securely stored in their school bag. It must not be switched on or removed from the bag during these hours unless specifically authorised by a member of staff for safeguarding or medical reasons.

This approach has been highly successful in encouraging pupils to socialise positively during break and lunchtime, reducing distractions and helping create a calm school environment.

Aims

This policy aims to:

- maintain a calm and purposeful learning environment
- minimise distractions during the school day
- promote positive face-to-face social interaction
- protect pupils and staff from misuse of technology
- reduce opportunities for bullying, filming and online abuse
- safeguard pupils
- provide clear expectations for pupils, parents and staff.

Roles and Responsibilities

Staff

All staff are expected to:

- consistently apply this policy
- challenge any mobile phone that is seen or heard during the school day

- confiscate phones where appropriate
- record incidents on Bromcom where appropriate
- return confiscated phones in accordance with this policy.

Parents and Carers

Parents are expected to:

- support the school's expectations
- ensure pupils understand the policy before bringing a phone to school
- contact the school office if an urgent message needs to reach their child during the school day.

Parents should not attempt to contact pupils directly during the school day on their pupils mobile phone

Pupils

Pupils choosing to bring a mobile phone to school must:

- ensure it is switched off and securely stored in their school bag by 08:45
- keep it switched off and in their school bag from 08:45 until 15:20
- keep it out of sight and inside their school bag throughout these hours
- store it safely in:
    - their school bag
- never use the phone anywhere on the school site unless specifically authorised by a member of staff for safeguarding or medical reasons.

The Malling School "Not Seen, Not Heard" Approach

Pupils may bring a mobile phone to school for their journey.

From 08:45 until 15:20:

- phones must be switched off (not silent or vibrate)
- phones must remain in pupils' school bags and must not be seen
- phones must not be heard
- phones must remain switched off and in pupils' school bags until 15:20.

This applies throughout:

- lessons
- tutor time
- movement between lessons
- breaktime
- lunchtime
- the period from 08:45 until 15:20, including any time pupils are on site during those hours
- after-school detentions
- enrichment activities
- school visits unless staff instruct otherwise.

Storage of Mobile Phones

If brought into school, phones should be:

- securely stored in a school bag from 08:45 until 15:20
- kept entirely at the owner's risk.

The school cannot accept responsibility for the loss, theft or damage of personal mobile phones.

Communication During the School Day

If parents need to contact their child urgently, they should telephone the school office.

If a pupil needs to contact home, they should ask a member of staff who will make appropriate arrangements.

Medical or Exceptional Circumstances

Reasonable adjustments will always be made where there is a documented medical or safeguarding need.

Permission should be agreed in advance with the Deputy Headteacher.

Sanctions

If a phone is seen or heard during the school day:

First Incident

- phone confiscated and stored in the school office

- recorded by the office staff on Bromcom
- returned to the pupil at the end of the school day
- refusal of students to comply with the confiscation will result in a 60 minute after-school reflection.

Repeated Incidents

Repeated breaches will result in escalating sanctions in line with the Behaviour Policy and may include:

- after-school reflection
- parental contact
- meeting with the Pastoral Leader
- meeting with a member of the Senior Leadership Team
- parent collection of the phone
- temporary ban on bringing a phone into school.

Persistent refusal to comply may be treated as defiance under the Behaviour Policy.

Confiscation Procedures

Confiscated phones will:

- be switched off if necessary
- be taken to Reception
- be securely stored
- be logged for monitoring purposes
- be returned only to the authorised person.

Repeated misuse may result in the phone only being returned to a parent or carer.

Serious Misuse

The following are regarded as serious breaches of this policy:

- filming or photographing pupils or staff
- recording lessons
- recording or sharing incidents of poor behaviour

- using social media during the school day
- bullying or harassment using a mobile phone
- accessing inappropriate material
- using a phone during examinations.

Such incidents may result in significant sanctions including suspension or permanent exclusion where appropriate.

Where criminal offences may have been committed, the police will be informed.

Loss or Damage

Mobile phones remain the responsibility of the pupil.

The school cannot accept liability for phones that are lost, stolen or damaged.

Monitoring

Incidents involving mobile phones will be monitored by the Senior Leadership Team to ensure the policy is consistently applied and remains effective.

Review

This policy will be reviewed annually by the Governing Body or earlier if legislation or Department for Education guidance changes.