ARTS EDUCATIONAL SCHOOLS
Mobile Phone Policy

Document Title	Mobile Phone Policy
Maintained by	Headteacher, SLT, Designated Safeguarding Lead
Owned by	Deputy Headteacher
Institutional/Directorate Policy	Day School and Sixth Form
Approved by	DSSF Board
Last Reviewed	November 2026
Next Review	November 2027

Mobile Phone and Smart Device Policy Day School (Sixth Form as Appendix A)

1. AIMS

ArtsEd is committed to providing a learning environment in which all pupils can thrive, both academically and socially. This policy sets out the School's expectations regarding the use of mobile phones, smart watches and other smart devices during the school day.

The School recognises that personal technology plays an important role in modern life. However, unrestricted access to mobile devices during the school day can create distractions, negatively impact wellbeing and social interaction, and present safeguarding concerns. Through the implementation of the Yondr Programme, ArtsEd seeks to create a focused, phone-free environment that promotes learning, encourages positive relationships and supports pupils in developing healthy habits around technology use.

This policy aims to ensure a consistent and fair approach to the management of mobile phones and smart devices across the School.

2. LEGISLATION AND GUIDANCE

This policy should be read alongside the Institutional Safeguarding Policy, Behaviour, Rewards and Sanctions Policy, Acceptable Use of Technology Policy and Online Safety Policy. It also reflects the safeguarding principles set out in *Keeping Children Safe in Education* (KCSIE).

3. ROLES AND RESPONSIBILITIES

3.1 The Board of Trustees

The Board of Trustees is responsible for supporting the School's commitment to maintaining a positive and focused learning environment. Trustees will review the effectiveness of this policy and monitor its implementation through reports provided by senior leaders.

3.2 The Headteacher

The Headteacher has overall responsibility for the implementation of this policy and for ensuring that procedures are applied consistently across the School. The Headteacher may approve exceptional arrangements where appropriate and will oversee the effectiveness of the policy.

3.3 Staff

All staff are responsible for supporting the implementation of the Yondr Programme and ensuring that pupils comply with the expectations outlined in this policy. Staff will challenge inappropriate use of mobile phones and smart devices, apply sanctions where necessary in line with the Behaviour, Rewards and Sanctions Policy and report any safeguarding concerns arising from the use of personal technology.

3.4 Parents and Carers

Parents and carers play an important role in supporting the School's phone-free approach. Parents are expected to ensure that pupils bring their Yondr pouch to school each day and to communicate with pupils through the School Office during the school day when necessary. Parents may also be required to contribute towards the replacement cost of lost or deliberately damaged pouches.

3.5 Pupils

Pupils are expected to follow the requirements of this policy at all times. This includes bringing their assigned Yondr pouch to school each day, securing mobile phones and wearable technology as instructed, caring for their pouch appropriately and following all reasonable instructions from staff relating to the use and storage of devices.

4. MOBILE PHONE PROCEDURES

Whenever this policy refers to mobile phones it should be accepted that what is said also implicitly refers to smart watches; and references to School should be taken to include whilst on school trips and visits.

Pupils who have an extended day must keep their phones in their pouches until they are leaving the responsibility of the School. The same rules apply to school trips and visits and pupils will be suitably briefed by the trip or visit leaders.

4.1 Use of Yondr Pouches

ArtsEd operates a phone-free environment through the Yondr Programme. All mobile phones, smart watches and other wearable smart technology must be secured in a locked Yondr pouch during the school day unless an authorised exemption applies.

Pupils will be issued with an individual Yondr pouch and are responsible for bringing it to school each day and maintaining it in good condition.

4.2 Start of the School Day

Upon arrival at school, pupils must switch off all mobile phones and smart devices, place them inside their Yondr pouch and securely lock the pouch during morning registration in the presence of a member of staff.

Pupils arriving late to school must report to the School Office and lock their pouch under staff supervision.

4.3 During the School Day

Throughout the school day, Yondr pouches must remain locked. Pupils should keep their pouch securely stored in their bag or locker and may not access their mobile phone or smart device unless specifically authorised by a member of staff.

4.4 End of the School Day

At the end of the school day, pupils may unlock their pouch at a designated unlocking station before leaving the School site. The empty pouch should then be re-locked to prevent accidental damage to the locking mechanism.

4.5 Early Departure from School

Where a pupil is granted permission to leave school during the day, they may unlock their pouch in the School Office once an authorised exeat has been issued.

5. EXEMPTIONS

5.1 Medical Exemptions

The School recognises that some pupils require access to a mobile device for medical reasons. Where this is necessary, alternative arrangements will be agreed on an individual basis. This may include the use of a medical pouch or another agreed procedure.

5.2 Educational Purposes

In exceptional circumstances, a member of staff may authorise temporary access to a device where this is required for a specific educational activity.

6. SAFEGUARDING AND COMMUNICATION

The School remains committed to ensuring effective communication between pupils, parents and staff throughout the school day.

Parents and carers who need to contact their child during school hours should do so through the School Office. Messages will be relayed to pupils as appropriate. Similarly, pupils who need to contact home during the school day must do so through a member of staff or the School Office.

In the event of an emergency, all communications will be managed by the School in accordance with established emergency procedures. Pupils should not attempt to use their phones during such situations, as this may interfere with emergency responses and safeguarding arrangements.

7. BREACHES OF THIS POLICY

Failure to comply with this policy will be treated as a behavioural matter and sanctions will be applied in accordance with the School's Behaviour Policy.

Sanctions may include confiscation of the device, contact with parents or carers, behavioural consequences, temporary removal of device privileges or other appropriate measures. Serious or repeated breaches may result in suspension.

Any attempt to circumvent the requirements of the Yondr Programme will be treated as a significant breach of School expectations.

8. LOST, DAMAGED OR TAMPERED POUCHES

Pupils are responsible for the care and safekeeping of their assigned Yondr pouch. Lost, damaged or deliberately tampered-with pouches may incur a replacement charge.

Any pupil who damages a pouch must report this immediately to a member of staff. Failure to report damage may lead the School to conclude that the damage was deliberate.

Attempts to defeat the locking mechanism, including the use or possession of magnets or other devices intended to open a pouch without authorisation, will be regarded as a serious disciplinary matter and may result in confiscation of the device, charges for replacement equipment, parental meetings or suspension.

9. MONITORING ARRANGEMENTS

The Deputy Headteacher is responsible for monitoring the implementation and effectiveness of this policy. The policy will be reviewed annually and approved by the Board of Trustees.

10. LINKS WITH OTHER POLICIES

This policy should be read in conjunction with:

- Safeguarding and Child Protection Policy
- Behaviour, Rewards and Sanctions Policy
- Acceptable Use of Technology Policy
- Online Safety Policy
- Anti-Bullying Policy
- Searching, Screening and Confiscation Policy

Appendix A Sixth Form Mobile Phone Policy

1. AIMS

ArtsEd is committed to providing a calm, safe and purposeful learning environment in which all students can thrive academically, socially and personally...

2. SCOPE

This policy applies to all students in Years 12 and 13 whilst on the school site, attending educational visits, participating in school activities or representing the school.

3. PRINCIPLES

The Sixth Form plays an important role within the wider ArtsEd community. Students are afforded greater independence than younger pupils and are expected to demonstrate maturity, self-discipline and personal responsibility.

4. EXPECTATIONS FOR USE

<u>During Lessons</u>

Mobile phones and smart devices must remain out of sight and must not be used during lessons unless a member of staff has expressly authorised their use for a specific educational purpose.

<u>During Study Periods</u>

Students may use mobile phones where this supports independent study, research or access to educational resources.

<u>Around the School Site</u>

Students are expected to exercise good judgement when using mobile devices around the school site and should model appropriate conduct at all times.

<u>Restricted Areas</u>

Mobile phones and smart devices must not be used in toilets, changing facilities, medical rooms or any location where the privacy and dignity of others may be compromised.

5.SAFEGUARDING AND ONLINE SAFETY

The school recognises that mobile technology can present safeguarding risks, including cyberbullying, harassment, online exploitation, inappropriate image sharing and breaches of privacy.

Students must not photograph, film or record another member of the school community without their knowledge and consent. Any misuse of technology that raises safeguarding concerns will be managed in accordance with the school's Safeguarding and Child Protection Policy and may result in disciplinary action.

6. EDUCATIONAL EXCEPTIONS

Members of staff may authorise the use of mobile phones or smart devices where this supports teaching and learning. This may include research activities, access to educational applications, coursework photography, filming, rehearsal recordings or other curriculum-related activities.

7. MEDICAL AND INDIVIDUAL CIRCUMSTANCES

The school recognises that some students may require access to a mobile phone or smart device to support a medical condition, disability or other identified need.

Reasonable adjustments may be agreed by the Director of Sixth Form and will be reviewed regularly.

8. BREACHES OF THE POLICY

Failure to comply with this policy will be treated as a behavioural matter and addressed in line with the school's Behaviour, Rewards and Sanctions Policy.

Repeated breaches may result in confiscation, parental contact, behavioural sanctions, meetings with the Director of Sixth Form or, in serious cases, suspension.

9. ROLES AND RESPONSIBILITIES

Students

Students are expected to comply with this policy, use technology responsibly and respect the privacy, wellbeing and learning of others.

Staff

Staff are responsible for implementing the policy consistently, modelling appropriate use of technology and addressing breaches when they occur.

Parents and Carers

Parents and carers are expected to support the school's expectations and contact the school directly if urgent communication with a student is required during the school day.

10. MONITORING AND REVIEW

The Director of Sixth Form and Deputy Headteacher are responsible for monitoring the implementation and effectiveness of this policy.

The policy will be reviewed annually and approved by the Board of Trustees.

11. LINKS WITH OTHER POLICIES

This policy should be read in conjunction with the:

- Safeguarding and Child Protection Policy
- Behaviour, Rewards and Sanctions Policy
- Acceptable Use of Technology Policy
- Online Safety Policy
- Anti-Bullying Policy

This format is much closer to the style of your Attendance Policy, with clear numbered sections, minimal sub-numbering and a more professional ISI-style policy structure.