



Mobile Phones and Electronic Devices Policy

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Approved by:	Local Governing Body
Policy Owner:	Jyoti Pankhania

Table of Changes Made Since Last Version

Paragraph	Summary of Change/s
1.1	Updated guidance
1.3	Addition of devices
1.4	Exemption added
2.1.7	Added guidance
3.2.4	More explicit rules upon location of phones
3.2.5	Staff contact change
3.2.6 – 3.2.17	More extensive rules for sixth formers
3.2.15	Smartwatch addition
3.4.1	Additional Governor responsibilities
5.5	New system
5.6	Simplified process
6	New section

Glossary of Abbreviations and Acronyms used in this Policy

Abbreviation/Acronym	Meaning
DfE	Department for Education
LGB	Local Governing Body
SENDCo	Special Educational Needs Coordinator
EHCP	Education, Health and Care Plan

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1. Introduction and Aim

- 1.1. At Southfield School, we are committed to creating a calm, safe and focused learning environment in line with The Southfield Way: Be Ready, Be Respectful, Be Responsible. This policy sets out clear expectations for the use of mobile phones and electronic devices throughout the school day, reflecting the latest Department for Education (DfE) non-statutory guidance on mobile phones in schools (February 2026) and embedding our whole-school behaviour and culture systems.
- 1.2. This policy aims to:
 - 1.2.1. Prohibit mobile phone and electronic devices use throughout the school day for all students (with limited Sixth Form exceptions)
 - 1.2.2. Align with safeguarding, behaviour and data protection policies
 - 1.2.3. Reduce distractions and support positive wellbeing, social interaction and learning
- 1.3. For the purpose of this policy, the term 'mobile phone or electronic device' includes all of the following personal items:
 - 1.3.1. Smartphones and mobile phones (all makes and models)
 - 1.3.2. Smartwatches and other wearable technology capable of communication, recording or internet access
 - 1.3.3. Wireless and Bluetooth earphones, earbuds and headphones (including AirPods and similar)
 - 1.3.4. Tablets and portable media players capable of communication, recording or internet access
 - 1.3.5. Portable gaming devices with communication or internet functionality
 - 1.3.6. Any other device capable of sending or receiving messages or notifications, recording audio or video, or connecting to the internet
- 1.4. Wired headphones required for specific timetabled learning activities or assessments are not subject to this policy when used for that specific purpose under staff direction.

2. Relevant Guidance

- 2.1. This policy meets the requirements of and should be read alongside:
 - 2.1.1. DfE non-statutory guidance: Mobile phones in schools (February 2026)
 - 2.1.2. Behaviour in schools: advice for headteachers and school staff (February 2024)
 - 2.1.3. Keeping Children Safe in Education (September 2025)
 - 2.1.4. Searching, screening and confiscation: advice for schools (2022)
 - 2.1.5. The Education and Inspections Act 2006, sections 91 and 94 (confiscation powers)
 - 2.1.6. The Equality Act 2010
 - 2.1.7. The Children and Families Act 2014



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** The DfE guidance may change during this academic year, and this policy will be updated to reflect any revised guidance.*

3. Roles and Responsibilities

3.1. Staff

- 3.1.1. All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.
- 3.1.2. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.
- 3.1.3. The Headteacher is responsible for monitoring the policy, reviewing it, and holding staff and pupils accountable for its implementation.
- 3.1.4. Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones and electronic devices.
- 3.1.5. All staff will support students to understand expectations and consequences linked to The Southfield Way

3.2. Pupils

- 3.2.1. The DfE's mobile phone guidance says that pupils should not use mobile phones and personal electronic devices throughout the school day.
- 3.2.2. Pupils must follow the expectations of The Southfield Way and respond immediately and respectfully to staff instructions regarding mobile phones and electronic devices.
- 3.2.3. Pupils are not permitted to use their mobile phones and personal electronic devices during the school day, including during lessons, between lessons, and during break and lunchtimes.
- 3.2.4. Pupils must ensure their mobile phones and other personal electronic devices are off from 08:25 (warning bell) until 15:10 the end of the school day and stored in the school bag. Devices that are visible — whether in a pocket, on a desk, or on a wrist — will be treated as a breach of this policy.
- 3.2.5. Emergency contact from students to parents/carers during the school day can be made either through a request to their tutor, via Reception or the Head of House at break and/or lunch.
- 3.2.6. As young adults, Sixth Form students are subject to a separate set of rules, developed in consultation with the sixth form student body and designed to reflect their increased independence.



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- 3.2.7. Sixth Form students may use mobile phones and electronic devices freely in the following communal areas only:
- 3.2.7.1. Brew52 (Sixth Form Café)
 - 3.2.7.2. G1 (Sixth Form Common Room)
- 3.2.8. In study rooms, phones may be used for study purposes — including accessing Teams, past papers, and educational videos. Use of social media, messaging apps (including WhatsApp) or any non-study-related activity in study areas will be treated as a breach of these rules.
- 3.2.9. In G Block classrooms, phones must be out of sight during lessons but may be used at break and lunch. In the G Block corridor, headphones may be worn but phones must be kept out of sight. Outside G Block entirely — in all other corridors, stairwells, the entrance sofa area, and the main school — phones must not be used, headphones must be removed, and phones must be out of sight.
- 3.2.10. Phones must not be used in the toilets under any circumstances.
- 3.2.11. During lessons in all classrooms, phones must be out of sight. Where a student needs to photograph the board or use their phone for a learning purpose, they should request permission from their teacher in advance.
- 3.2.12. In exceptional circumstances — such as an expected call for a medical appointment, university interview, or family matter — students should obtain a slip from the sixth form centre manager in advance. This slip may be shown to any member of staff who queries phone use.
- 3.2.13. The DfE's mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy. The following list is not exhaustive but includes examples of devices covered by this policy.
- 3.2.13.1. Smartwatches
 - 3.2.13.2. Tablets including iPads
 - 3.2.13.3. Wireless & Wired headphones (noise cancelling ear devices are permitted as a reasonable adjustment with agreement by the SENDCo)
- 3.2.14. Pupils are not permitted to wear smartwatches for communication or gaming purposes. If they are found doing so, the device will be confiscated, just as with a mobile phone.
- 3.2.15. Smartwatches and other wearable technology must be switched off and stored in bags during the school day, from 08:25 until 15:10. A smartwatch that is visible on a pupil's wrist will be treated as a breach of this policy and will be confiscated in the same way as a mobile phone. Health and fitness tracking features that do not involve



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communication, internet access or recording are the only permitted exception, and only where this has been agreed as a reasonable adjustment under Section 6.

3.2.16. Wireless and Bluetooth earphones, earbuds and headphones (including AirPods and similar devices) must be switched off and stored in pupils' bags from 08:25 until 15:10. They must not be visible or in use at any point during the school day for students in Years 7 to 11, unless a member of staff has specifically directed their use as part of a timetabled lesson activity — for example, when using school Chromebooks or laptops. In all other circumstances, including corridors, break, lunch and between lessons, these devices must remain in bags. Any device that is visible outside of a staff-directed lesson activity will be confiscated in the same way as a mobile phone.

3.2.17. Sixth Form students may use earphones and headphones within Brew52, G1, study rooms, and the G Block corridor. They must be removed in all other areas of the school, including all other corridors, stairwells, and the main school building. These devices will not be permitted in exams.

3.3. Parents/Carers

3.3.1. Parents are expected to support the school's policy and reinforce expectations at home.

3.3.2. Contact students only via the school office during the school day.

3.3.3. Make the school aware of any exceptional circumstances affecting mobile phone and electronic devices use.

3.4. Governors

3.4.1. The Local Governing Body reviews and approves this policy annually. The LGB is responsible for ensuring that appropriate filtering and monitoring systems are in place and regularly reviewed in line with Keeping Children Safe in Education (September 2025).

4. Use of Mobile Phones by Staff

4.1. The Staff Code of Conduct provides comprehensive details on the use of technology and mobile devices.

4.2. The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

4.3. Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.



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- 4.4. Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.
- 4.5. Certain staff members may use their personal or school-issued mobile phones for work-related purposes.
- 4.6. In these circumstances, staff will:
 - 4.6.1. Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.
 - 4.6.2. Refrain from using their phones to contact parents/carers. In emergency cases personal numbers should be withheld.

5. Mobile Phone and Electronic Devices Breaches

- 5.1. For further details on sanctions related to mobile phone and electronic devices violations, please refer to the behaviour policy.
- 5.2. Schools are permitted to confiscate phones and electronic devices from pupils under sections 91 and 94 of the Education and Inspections Act 2006. In line with the DfE's February 2026 guidance, headteachers may confiscate mobile phones and similar devices for whatever length of time they deem proportionate.
- 5.3. For the avoidance of doubt, the confiscation powers described in this section apply to all electronic devices as defined in Section 1 of this policy, including smartwatches.
- 5.4. After confiscation, the phone or electronic device may be collected at the end of the school day. The member of staff will log an electronic device incident on Arbor which will trigger negative points.
- 5.5. Sanctions:
 - 5.5.1. 1st and 2nd occasion per full term lunchtime detention
 - 5.5.2. 3rd and 4th occasion per full term isolation
 - 5.5.3. 5th occasion per full term onwards suspension
 - 5.5.4. A full term is - September – Christmas, January – Easter, April – Summer)
- 5.6. If a student, for any reason, refuses to hand over their mobile phone and electronic devices, the student will be placed in isolation and parents will be contacted.
- 5.7. Searching, Screening and Confiscation
 - 5.7.1. Staff have the power to search pupils' phones and electronic devices in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows schools to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains



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pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

5.7.2. In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

5.7.2.1. There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)

5.7.2.2. The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out Keeping Children Safe in Education

5.7.3. Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

5.7.4. Such conduct includes, but is not limited to:

5.7.4.1. Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)

5.7.4.2. Upskirting

5.7.4.3. Threats of violence or assault

5.7.4.4. Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Adaptations and Reasonable Adjustments

6.1. The school recognises that some students may have a legitimate need to access a device during the school day. Each case will be assessed individually by the Headteacher. Examples include:

6.1.1. A pupil with a disability or medical condition for whom device access is a reasonable adjustment — for example, a pupil managing diabetes via a glucose monitor linked to their phone

6.1.2. A pupil with an EHCP where device use forms part of their agreed provision

6.1.3. A pupil in exceptional personal circumstances (such as a young carer) where agreed access supports their welfare

6.2. Where an adaptation is agreed, it will be recorded, communicated to relevant staff and reviewed regularly. Agreed adaptations do not exempt a student from all restrictions; the school will develop specific arrangements regarding when, where and how a device may be used. The school's duties under the Equality Act 2010 and the Children and Families Act 2014 will be considered in all such cases. Allowing flexibility for individual pupils does not mean these pupils are exempt from all restrictions on the use of their device.



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7. Use of Mobile Phones and Electronic Devices by Parents/Carers, Volunteers and Visitors

- 7.1. Parents/carers, 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.
- 7.2. This means:
 - 7.2.1. Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child
 - 7.2.2. Using any photographs or recordings for personal use only, and not posting on social media without consent
 - 7.2.3. Not using phones in lessons, or when working with pupils
- 7.3. Where a parent needs to contact their child during the school day, they should do so only through the school's telephone system (via Reception) and not via student mobile phones.

8. Loss, Theft or Damage

- 8.1. Pupils bringing mobile phones and electronic devices to school must ensure that the phones are appropriately labelled and are stored securely when not in use.
- 8.2. Pupils must secure their mobile phones and electronic devices as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- 8.3. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.
- 8.4. The school accepts no responsibility for mobile phones and electronic devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.
- 8.5. Confiscated phones will be stored in the school's reception office in a secure location and can be collected at the end of the school day.
- 8.6. Lost phones and electronic devices should be returned to the school reception. The school will then attempt to contact the owner.

9. Monitoring and Review

- 9.1. The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:
 - 9.1.1. Feedback from parents/carers and pupils
 - 9.1.2. Feedback from staff



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9.1.3. Records of behaviour and safeguarding incidents

9.1.4. Relevant advice from the Department for Education, the local authority and any other relevant organisations



Appendix 1: Student Acceptable Use Agreement – Mobile Phones and Electronic Devices

This agreement applies to all mobile phones, smartwatches, wireless earphones and earbuds, tablets, portable gaming devices and any other electronic device as defined in the school's Mobile Phones and Electronic Devices Policy.

You must obey the following rules if you bring your mobile phone or other electronic devices to school:

1. Phones must be switched off (not just put on 'silent') upon entry to school and stored in bags.
2. Wireless and Bluetooth earphones, earbuds and headphones must be switched off and stored in your bag from 08:25 and not be visible or in use at any point during the school day, unless specifically directed by a member of staff as part of a timetabled lesson activity.
3. Smartwatches must be switched off and stored in your bag from 08:25. They must not be visible on your wrist at any point during the school day. A smartwatch that is visible will be confiscated.
4. You may not use your mobile phone or electronic devices in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's password(s) or access code(s) with anyone else.
8. Don't use your mobile phone and electronic devices to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - Email
 - Text/messaging app
 - Social media
9. Don't use your phone or electronic devices to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment and intimidation apply to how you use your mobile phone or electronic devices even when you aren't in school.
11. Don't use vulgar, obscene or derogatory language while on the phone and /or electronic devices or when using social media.



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12. Don't use your phone and electronic devices to view or share pornography or other harmful content.
13. You must comply with a request by a member of staff to switch off, or hand over, a phone and electronic devices. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
14. Mobile phones and electronic devices are not permitted in any internal or external exam or test environment. If you have a mobile phone and electronic devices you will be asked to store them appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone and electronic devices into the test room can result in your exam being declared invalid.
15. Sixth Form students only: You may use your personal device in Brew 52 or G1 only and in G Block classrooms during break and lunch. Use in any other area of the school, in lessons (unless directed by a member of staff), or in front of younger students is not permitted.