

THS Mobile Phone Procedure

At THS we recognise that mobile phones are an important part of everyday life for our students and families, as well as the wider school community. Our school promotes safe and responsible phone use. We acknowledge the risks that are presented by open mobile phone use including child protection, bullying, the potential for lesson disruption, risk of theft, loss, damage, data protection issues, addiction.

Documents that provide more context for this procedure include Department for Education's [non-statutory mobile phone guidance](#) and [behaviour guidance](#). and [Keeping Children Safe in Education](#).

Roles and Responsibilities

Staff

- All staff (including teachers, support staff and supply staff) are responsible for applying this procedure consistently.
- Volunteers, or anyone else otherwise engaged by the school, should alert a member of staff if they witness, or are aware of, a breach of this procedure.
- The Headteacher is responsible for monitoring the procedure every year, reviewing it, and holding staff and students accountable for its implementation.
- The school will clearly communicate the reasons for prohibiting the use of mobile phones at the start of each academic year.
- Staff will address any questions or concerns from families quickly.

Use of Mobile Phones by Students

- From 8.30am-3pm, THS is a mobile phone free school. Whilst all students at THS are permitted to bring a mobile phone with them to school, at 8.30am phones must be switched off and securely locked in students' Yondr pouches.
- It is each student's responsibility to bring the pouch with them to school every day and keep it in good working condition. Students may keep their Yondr pouch on their person, as long as it is locked.
- Lesson one teachers will do a check every morning in which students will need to show that they have locked their mobile phone away in their Yondr pouch.
- Students who do not bring a mobile phone to school are not required to purchase a Yondr pouch. However, families must make the school aware that their child will not be bringing a mobile phone into school and therefore not have a Yondr pouch via the school's [Mobile Phone Teams Form](#).
- At 3pm, students will be able to use one of the magnet unlocking stations positioned around the school site to unlock their phone. These magnets will not be accessible until 3pm.

Student Routine

- Students enter the school site and **unlock their pouch** at one of the unlocking stations.
- At the start of lesson one, the class teacher will check that each phone is switched off, that it is placed in the pouch and the pouch is locked.
- Students will show their teachers their phones are switched off, place the phone in their pouch and lock it.
- A student leaving the school site for an appointment or fixture will go to the student reception to get their pouch unlocked.

- A student who has a pouch but who has forgotten their phone will go to student reception. Where possible a call will be made to confirm that the phone is at home. In the event that this cannot be confirmed a bag search/phone wand will occur.
- A student who has forgotten their pouch will go to student reception and their phone will be placed in the phone detox box.
- Students arriving late to school will place their phone in the digital detox box.
- At 3pm all students will unlock their pouches and access their phones.
- Students should **lock their pouch** to ensure that the pin is not damaged overnight.

Student Medical Requirements for Mobile Phone Use

We appreciate that there are special circumstances where a student is required to use their mobile phone throughout the school day, for example to track glucose levels for diabetes. This will be agreed with families as part of their health assessment plan and shared with staff. Students with specific medical needs have the option to use a Velcro Yondr pouch.

Contacting your Child

THS recognises that, on occasions, students may need to contact a family member in an emergency. If this is the case, they should go to Student Reception and if reasonable, will be allowed to use a phone to contact their family. If a parent or carer needs to speak to their child due to an emergency during the school day then it must be via the school Reception, who will ensure that the child receives the message.

Trips and Visits

Phone usage on trips and visits will be decided by the trip organiser and rules for that trip will be communicated to families.

Failure to follow the school's mobile phone policy

Please find below a clear explanation of the school's approach to sanctions, should a student fail to follow the school's mobile phone policy.

Example	Possible Consequence
Phone rings in a locked Yondr pouch	The student will be sent to the Main Office to unlock their Yondr pouch, switch the phone off, and lock it back in.
Pouch damaged or lost pouch Examples of damage: <ul style="list-style-type: none"> • Ripped fabric • Torn / cut • Bent pin • Signs of force to black button or flap • Damage to the black ball • Pouch opens without unlocking station 	<ul style="list-style-type: none"> • New pouch will need to be purchased for £16 (via ParentPay). • Place mobile phone into the digital detox box in Student Reception until a new Yondr pouch is purchased. • If malicious and/or repeated, may result in a SLT detention, internal exclusion or suspension for ongoing defiance issues.
Forgotten pouch at home, realised it was left at home and parents have emailed in / student has voluntarily taken phone to front office	Place mobile phone into the digital detox box in Student Reception for the day, to be collected at 3pm.
Forgotten pouch, had to be sent to front office by lesson 1 teacher	Collect phone from the digital detox box at 3.30pm
Arriving late to school	Phone placed in the digital detox box until 3pm.
Forgets to open pouch	Pouch will be opened unless this is a regular occurrence.

Locks pouch while phone is still switched on	Pouch will be opened unless this is a regular occurrence
Student has a pouch, but decides not to bring in their phone	Where possible a call will be made to confirm that the phone is at home. In the event that this cannot be confirmed a bag search/phone wand will occur.
Accidental damage	Place mobile phone into the digital detox box in Student Reception until a new Yondr pouch has been purchased & issued. Phone collected at 3pm.
Phone is seen during the school day not in Yondr pouch	<ul style="list-style-type: none"> • 1st time - phone confiscated and returned to the student at 4pm on the same day. Parents will be informed. • 2nd time - phone confiscated, returned to the student at 4pm on the same day and student internally isolated. Parents will be informed. • 3rd time - Off Site Placement / Suspension.
In possession of an unlocking station (magnet)	Suspension

Bag Searches and Phone Wands

Students will be subject to spot check bag searches and the use of a phone wand by two members of staff, one of whom will be a member of the Senior Leadership Team. A phone wand is a device that is used to scan the body and pick up anything metal. The wand can also pick up vapes. Please see the government guidance on searching students below:

[Behaviour in schools: sanctions and exclusions: Searches for banned items - GOV.UK](#)

Loss, Theft or Damage

The school accepts no responsibility for mobile phones 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 since it is personal choice as to whether a student brings a phone into school. It is recommended that students still use a screen case and a screen protector.

Confiscated phones will be stored in the main office in a secure, locked cabinet and will be returned to either the student or family member at 3:30pm on the relevant day. Parents will be notified that their child's phone has been confiscated and will also be told the length of time that it has been confiscated for.

For Parents

Parents can seek further guidance on keeping children safe online from the following organisations and websites:

- [UK Safer Internet Centre](#)
- [Childnet](#)

Legislation and Guidance

This decision is based on the Department of Education's (DfE's) statutory safeguarding guidance [Keeping Children Safe in Education](#) and its advice for schools on:

- [Teaching online safety in schools](#)
- [Preventing and tackling bullying](#)
- [Cyber bullying: advice for headteachers and school staff](#)

- [Relationships and Sex Education](#)
- [Searching, Screening and Confiscation](#)
- [Meeting digital and technology standards in schools and colleges](#)
- [Cyber security standards for schools and colleges](#)

It also refers to the Department for Education's (DfE's) guidance on [protecting children from radicalisation](#).