



The Grange School Mobile Phone Policy Effective from: February 2026

Applies to:	Students/Staff/Parents and Carers
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Document Control

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The Grange School Mobile Phone Policy

Policy Date: February 2026
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We recognise that mobile phones and other digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety. However, balanced with this is the need to safeguard children and staff from cyber bullying, inappropriate use of the Internet and telecommunications, and the misuse of social media such as Tiktok, Facebook, Snapchat and Instagram.

The term 'phone' denotes mobiles phones, smart watches, iPods, iPads, MP3, MP4 players and any similar portable electronic devices.

In relation to the previous policy, the significant change is in the table below

Previously	From 15 th April 2024	Notable Change
Phones should not be seen or heard between 8.30am and 3.00pm	Phones should not be used, seen or heard on the school site (with the exception of 6 th form students in their study area only)	Phones must not be 'used, seen or heard' from when students enter the perimeter gates at the playground, Reception area or Stapleton House.

The national picture of increased and inappropriate use of mobile devices has been recognised by The Department of Education. The document linked below released in February 2024 – 'Mobile phones in schools – Guidance for schools on prohibiting the use of mobile phones throughout the school day' gives clear guidance for schools to adopt.

This decision to follow this guidance was taken following an increase at The Grange School reflecting the National picture of increased inappropriate usage.

[Mobile phones in schools - February 2024 \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)



The school recognises that parents/carers may feel the need for their children to have access to a mobile phone for communication with home. This helps with safeguarding and child protection especially in the long dark winter months. We support this wholeheartedly.

We have therefore adopted the following mobile phone policy best use guidance:

- Students are allowed to bring mobile phones to and from school to ensure their personal safety at all times.
- Students will need to turn off the phone when on the school site.
- If a parent/carer needs to contact a student or a student to contact their parent/carer, this can be done through the school reception or through their Pastoral Support Assistant.

If a phone is seen or heard, the following will happen:

- *First time* in a half term – phone confiscated for the remainder of the day, placed in the school office for collection by the student at the end of the day. A note will be added to Bromcom so parents are aware.
- *Second time* in a half term – phone confiscated until Friday, placed in the school office for collection by the student at 3.00pm on Friday. A note will be added to Bromcom and an email informing the parent/carer will also be sent home. Parents or carers will be able to collect the phone from reception before Friday if they have concerns about their child not having their phone for travel.
- *Third time* in half term – phone confiscated until Friday, placed in the school office for collection by the student at 3.00pm on Friday. A meeting with the Year Team Leader will be requested and a note will be also be added to Bromcom. Parents will be able to collect the phone from reception before Friday if they have concerns about their child not having their phone for travel.

Any refusal to hand a phone over to members of staff will result in a sanction for defiance as this would constitute the refusal of a reasonable request by a member of staff.

Aside from the safeguarding issue the rationale for this is that it has been shown that the effect of banning mobile phones from school premises adds up to the equivalent of an extra week's schooling over a student's academic year. This is according to research by Louis-Philippe Beland and Richard Murphy, published by the Centre for Economic Performance at the London School of Economics.

"Ill Communication: The Impact of Mobile Phones on Student Performance" found that after schools banned mobile phones, the test scores of students aged 16 improved by 6.4% or is the "equivalent of adding five days to the school year".



Responsibility for Loss and Disclaimer

Whilst we understand why parents/carers may want their child to bring a mobile phone into school, particularly if living in a rural area or travelling some distance to school, the School retains no liability for any phone that is brought into school which is either lost, stolen or damaged or used in a manner which is against the owner's consent.

The School's advice is to leave mobiles at home and use the old system of contact through the reception. If however you have purchased a locker and your child's phone is deposited in that locker for the day the responsibility for that phone rests with you and the locker company.

Use of mobile phones by staff

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while Children are present for personal use or non-school business. The exception to this is for anticipated contact from their child's school, expected contact for medical appointments or acutely ill dependants.

The use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom or office spaces). School staff can use the school office number as a point of emergency contact.

Using personal mobiles for work purposes

In some circumstances, it is appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil



- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

Work phones

Some members of staff have access to a mobile phone by the school for work purposes, usually when supervising trips or visits. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as ChatGPT or similar.

Safeguarding

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

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Staff that fail to adhere to this policy may face disciplinary action.
See the school's staff disciplinary policy for more information.

Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy when on the school site.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child only (care must be taken not to have other children identifiable in the recording)



- Using any photographs or recordings for personal use only, and not posting on social media without consent from individuals parents / carers.
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers are informed of the expectation for mobile phone use when they sign in at reception or attend a public event at school through appropriate signage.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day as this compromises the school expectations for student phone use and does not support us in safeguarding all stakeholders from inappropriate use.

For Clarity

- Students should not be seen with their mobile phone at any time in school or on the premises, but it is expected for the phone to be switched off in a pocket in their blazer, trousers or bag.
- Phones must be off, not on 'silent' or 'vibrate' – if a communication is received and heard, the consequences are the same, regardless of the reason.
- Phones cannot be used in the canteen by students, fingerprint and card payment will continue to be accepted.
- There are an increased number of clocks in school, students do not need to use their phone to check the time.
- Headphones and earpods of any kind are treated in the same way as mobile phones and confiscated if seen.
- We discourage the wearing of smartwatches to school and will manage misuse in the same way as misuse of mobile phones.
- The same expectations apply for 6th form, except phones can be used in the 6th form Study Room at any time but nowhere else on the school site without the express permission of teaching staff in a classroom situation.
- Reasonable adjustments – students using their phones to monitor insulin levels or medical issue can use their phones in the medical room or other agreed place. Translator apps can be used in class only with the teacher's permission.
- Staff professional judgment may be applied if there is a legitimate or exceptional reason for a student to use their mobile phone that does not fall within this



policy eg. To retrieve an alternative phone number for a parent or to share other information with staff only contained within the phone. This will be done under carefully considered conditions and will be monitored closely by staff.

- Staff will adhere to the expectations highlighted above at all times.
- Parents and visitors need to adhere to the expectations outlined above when on the school site or visits representing the school.

