Mobile Phone & Electronic Device Policy

2026-27

The Policy will be reviewed either:

- Annually.
- When statutory guidance changes.
- When incidents may dictate the need for review.

Policy created/updated by:	Mathew Rogers	June 2025
Policy updates		
Ratification by LGB member:	LGB Chair	July 2027

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1. Scope of this policy

The purpose of this policy is to set out the rules about mobile devices and personal electronic devices in the Albion Academy for pupils, and to give staff guidelines regarding the appropriate use of such devices while carrying out their duties.

This policy is part of our strategy for safeguarding children within our care. It complies with the statutory guidance from the DfE around Child Safeguarding Keeping children safe in education - GOV.UK and the Department for Education guidance for schools on prohibiting the use of mobile phones throughout the school day

The Albion Academy is a mobile phone and device free zone for students for the following reasons:

Academic and Cognitive Impact

Mobile phones can be a major distraction in classrooms. Notifications, social media, and gami ng
disrupt concentration, reduce students' ability to learn and impact on outcomes.

Studies have shown that schools with phone bans report measurable improvements in learning as students focus more on lessons.

Mental Health and Well-Being

Excessive phone use has been linked to anxiety, stress, depression, and disrupted sleep, partly due to social comparison on social media and exposure to online harassment. There is also an increased risk of online bullying associated with uncontrolled usage of a mobile phone and social media in an educational setting.

2. General rules for students

Students are not allowed to bring mobile phones or other personal electronic devices to school or use them in the school beyond the school gates. This includes arriving to the school by 8:25am and leaving the school site at day end from 3:00pm.

Should students' mobile phones or other personal electronic devices be seen or heard in school during these times then the following process will apply:

- The mobile phone or other personal device will be confiscated by staff members with a detention logged as a consequence, which will be served the next day.

- The mobile phone or other personal device will then be removed from the area and securely stored in an envelope with the pupil's name clearly marked.

- The envelope will be stored in a Year group box. The Year group box will be stored in Student Services behind a mag locked door in an area of continuous adult supervision. The student will then be able to collect the device at 3:15pm

- Should a student refuse to hand over the mobile phone or other personal device then the consequence will escalate to either a behaviour 'step out' placement or fixed term suspension from the school. A reintegration meeting will then take place to discuss the

issue. At this meeting a risk assessment may be put into place involving the student having to hand their mobile phone or other personal device to their Head of Year at daily lineups and retrieving it day end. The mobile phone or other personal device will be stored as per the above procedures, i.e.: in a secure envelope in a space behind a mag locked door under constant adult supervision. This risk assessment will then be reviewed annually at the start of the next Academic year (September)

3. Searching, screening and confiscation

Staff authorised by the Principal or Head of School have the right to search for, examine and confiscate any device where they reasonably suspect that the data or file on the device in question has been, or could be, used to cause harm, to disrupt teaching or break the school rules.
This will be done in accordance with the School Policy on Restrictive Intervention, Use of Force and Seclusion which is available on the school website and in line with the following DfE guidance Use of reasonable force and other restrictive interventions guidance

If a member of staff has reasonable grounds to suspect that a device contains evidence in relation to an offence, they must alert the Principal or Head of School and, where there are safeguarding concerns, the Designated Safeguarding Lead. The device should then be given to police as soon as is reasonably practicable. Any incidents will be recorded on CPOMS.

Staff should not start to delete or take screenshots of material which may contain evidence in relation to an offence, they should give a description of what was seen in the Safeguarding Group email.

4. General rule for staff and visitors

The use of personal electronic devices by staff or visitors for any purpose when in the company of children is prohibited. This applies to situations both on-site such as in classrooms, corridors and on duty and off-site (e.g. on trips).

When in the presence of children, personal electronic devices should be kept out of sight of pupils e.g. in a draw, bag or jacket pocket and set to silent. In an emergency, personal calls can be directed to the school's landline number so that a message can be relayed to the member of staff.

Personal electronic devices may be used when not in the company of pupils such as in classrooms during free periods, in work offices and in the staff room. Where they are used, staff should be respectful and considerate towards colleagues and others, and should be mindful of setting an example, e.g. by not being unnecessarily distracted or distracting others by electronic communications.

Staff must ensure that there is no inappropriate or illegal content on their personal devices. This will consitute a breach of the United Learning Staff Code of Conduct.

5. Use of cameras and recording equipment

Staff must not take or transmit any recording of pupils on any personal device. Only school hardware must be used for this purpose. The school does have access to both a trip phone and a marketing phone for this purpose, available through the Principal's PA, Mrs. McGarvey.

No parent or visitor is permitted to use a personal device whilst on school premises, except for some specific events when permission will be given to the audience at the event by the member of staff leading it. These could include events such as plays, recitals, concerts, sporting events, open days or other promotional events.

We strongly advise parents against the publication of any such photographs on the internet (e.g. on social media) and will request parents to remove any such material if we deem it illegal, harmful or inappropriate in any way.

Where appropriate, our policy regarding this matter should be explained clearly to parents by a member of staff before difficult situations arise.

Staff should also be aware that taking photographs of colleagues using personal devices should only happen with the permission of that member of staff.

6. Contact with parents/carers

All contact with Parents/Carers must be made through school phones. Personal phones or other personal contact details should only be used with parents in an emergency. If this does occur, staff should ensure that their mobile phone number is hidden in order to safeguard their own privacy.

7. Health and safety considerations

In circumstances where staff are lone-working in remote areas of the school, or out of hours, a work mobile or two-way radio should be provided if there is no landline in the room.