

Mobile Phone policy

Action	Policy to be reviewed as required and at least biennially		
	Owner	Date	Completed
Review	Deputy Head (Pastoral)	May 2026	✓
Approved	High Mistress	June 2026	✓
Next Review		Autumn 2029	

To be published on the following:	
Staff Portal	✓
Student Portal	✓
School website	✓



Who this policy applies to

This policy applies to students, staff and parents.

What this policy is for

This policy aims to:

- Promote, and set an example for, safe and responsible use of phones and other devices
- Set clear guidelines for the use of mobile phones and other devices for students and parents
- Support the school's other policies, especially those related to child protection and behaviour

Legal framework

- Keeping Children Safe in Education
- Mobile phones in schools guidance

Other relevant school policies

- Safeguarding (child protection) policy
- Behaviour policy (including rewards and sanctions)
- Student Acceptable Use policy (AUP)
- Student Searches and Confiscation of Students' Belongings policy
- Online Safety policy
- Student Device policy

Content of policy

1. Introduction and aims
2. Responsibilities
3. Use of mobile phones by students
4. Trips and visits
5. Sanctions and confiscation
6. Loss, theft and damage
7. Education
8. Reasonable Adjustments

1. Introduction and aims

1.1 SPGS is a mobile-phone-free school by default during the school day. Students must not have access to mobile phones or smart devices at any time during lessons, form time, assemblies, transitions between lessons, breaktimes or lunchtimes.

1.2 While the term 'phone' in this policy denotes mobile phones, the policy applies to all smart and/or connected devices capable of messaging, notifications, internet access, audio or video recording, connecting to other devices or networks (for example, by Bluetooth and other protocols). For clarity, this includes tablets and wearables such as smartwatches, body cameras (e.g., Meta glasses and VR recorders or goggles) and AI assistants, as well as MP3/MP4 players and similar portable electronic devices. Non-connected devices with built-in smart features are also considered subject to this policy with examination-approved calculators being excepted. The Student Device policy sets out the policy on use of laptops in school.

1.3 The school recognises that mobile phones and digital devices are an integral part of everyday life particularly in relation to personal safety. Balanced with this is the need to safeguard the school community, and to educate students about appropriate use of such devices, including the internet and social media.

2. Responsibilities

2.1 All students are expected to comply with the policy as set out here.

2.2 Staff are responsible for enforcing this policy and must alert the appropriate member of staff if they witness, or are aware of, a breach of this policy.

2.3 The Deputy Head (Pastoral) is responsible for monitoring and reviewing the policy biennially and holding staff and students accountable for its implementation.

2.4 Staff must not use mobile phones for personal purposes in front of students during the school day unless required for medical needs or other reasonable adjustments. It is accepted that staff mobile phones may be used for operational purposes such as for taking registers.

3. Use of mobile phones by students

3.1 Students are permitted to bring phones to school provided they adhere to the requirements set out in this policy which reflect the age-appropriateness across year groups.

Lower and Middle School (MIV, UIV, LV, V and VI)

3.2 All mobile phones must be switched off and kept in the student's bag or securely stored in their locker from arrival until the end of the school day:

- Upon entering the school site, phones must be turned off
- Phones may be switched on at the end of the day (after Period 8) which means that phones may, at this stage, be switched on while still on-site to enable students to communicate with their families and plan their journeys before leaving school grounds.
- For before/after-school activities, the use of mobile phones is at the discretion of staff overseeing the activity.

3.3 During the school day, any requirement for a parent/carer to contact a student, or a student to contact their parent/carer, can be done through the Front Office, or with specific permission from the relevant Head of Year/Section.

3.4 Parents must not contact students directly on personal devices during the school day.

Senior School (VII and VIII)

3.5 Senior School students are subject to the same phone-free expectations during the school day. Use of mobile phones is, however, permitted only within the Senior School common rooms that are not visible to younger students.

4. Trips and visits

4.1 Trip leaders will specify whether mobile phones are restricted or prohibited on trips and residential visits. Rules will be communicated in advance and must be followed throughout the activity.

5. Sanctions and confiscation

5.1 It is the responsibility of all staff to challenge any misuse of mobile phones.

Lower and Middle School

5.2 Any Lower and Middle School student contravening the policy will have the phone confiscated until the end of day. The confiscated phone can be collected at 4 pm from the Front Office, or from the Head of Year's office. The following sanctions apply in any half term period:

- First offence: logged by Head of Year
- Second offence: lunchtime detention (parents informed)
- Third offence: Friday detention

5.3 Safeguarding: Staff may confiscate devices where rules are breached. Students will not be required to unlock devices. Any search of content follows DfE Searching, screening and confiscation guidance and the school's Student Searches and Confiscation of Students' Belongings policy.

Senior School

5.4 If a Senior School student is found using their phone in breach of this policy, their phone will be removed from them for the remainder of the day and can be collected from the senior school office at the end of the day.

6. Loss, theft, or damage

6.1 Mobile phones should be protected with passwords/PINs which should not be shared. 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 students are travelling to and from school. Confiscated phones will be stored securely. Lost phones should be handed to the Front Office so the owner can be contacted.

7. Education

7.1 Through the Pastoral Curriculum (form time, assemblies and PSHE) students will receive guidance on safe device use and online behaviour. External speakers may contribute to this education. The school will continue to engage with current research on technology and mobile devices in school.

8. Reasonable adjustments

8.1 In exceptional cases (e.g. medical, learning support or safeguarding needs), limited use of devices may be agreed in an agreed student plan authorised by the Deputy Head (Pastoral) with input from the DSL/School Nurse/Head of Learning Support as necessary. Access may be purpose specific, time limited and, where appropriate, supervised. Plans must specify what, where and when the device may be used and are reviewed termly.

Availability of this policy

A copy of this policy may be downloaded from our website [Policies and reports - St Paul's Girls' School \(spgs.org\)](https://www.spgs.org) or is available on request from the school office, St Paul's Girls' School, Brook Green, London, W6 7BS (tel: 020 7603 2288).