

# ALAMEDA MIDDLE SCHOOL



Ambitious ■ Motivated  
Confident to Soar

## MOBILE PHONE POLICY

March 2025

## DOCUMENT STATUS

|                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| RELATED POLICIES (IF ANY) | <p>DFE 'Mobile phones in schools' - Guidance for schools on prohibiting the use of mobile phones throughout the school day (February 2024)</p> <p>Keeping Children Safe in Education 2024</p> <p>DFE guidance on Searching, Screening and Confiscation - Advice for Headteachers, School Staff and Governing Bodies (July 2022)</p> <p>Article 8 of the European Convention of Human Rights</p> <p>Acceptable Use Agreement</p> <p>Code of conduct</p> <p>Anti-bullying</p> <p>Child protection and safeguarding policy, Whistleblowing</p> <p>E-safety policy</p> |



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### 1 INTRODUCTION AND AIMS

We passionately believe what the research is telling us: mobile phone use is contributing to the significant mental health challenges facing today's young people. Mobile phone (and social media use) contributes to depression and anxiety, and a decrease in social interaction. School should be a safe place where pupils can learn and better interact with each other without distraction. Research has shown that excessive mobile phone use in school settings can negatively impact pupils' focus, academic performance, and social skills.

At Alameda Middle School pupils will be required to hand their mobile phones in at the hall at the beginning of the day (from 8.15am) and will not have them on their person throughout the day.

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones and should be encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Where parents need to contact their child during the school day, they should be directed to the school office, where staff will relay messages and facilitate contact.

Our policy aims to:

- **Promote Focus and Attention:** by limiting distractions from mobile phones, the policy seeks to enhance pupils' ability to concentrate during lessons, thus improving academic performance and engagement with the learning material.
- **Support Mental Well-being:** the policy aims to reduce the mental health impact that excessive phone use, including social media, can have on pupils, such as feelings of anxiety, depression, and isolation. The goal is to create a healthier, less stressful school environment.
- **Create a Safe, Distraction-Free Learning Environment:** the policy aims to eliminate distractions caused by phone use, ensuring that the school remains a focused space for learning, free from the interruptions of personal texts, social media, and entertainment.
- **Improve School Culture:** by limiting phone usage, the policy aims to create a culture that values face-to-face engagement, collaborative learning, and a sense of community, rather than reliance on virtual communication.

- **Ensure Pupil Safety:** by collecting phones. Alameda Middle School can help protect pupils from the potential dangers of mobile phone use during school hours, such as cyberbullying or inappropriate content.

## 2 MOBILE PHONE COLLECTION

Pupils must hand their mobile phones in before the start of the school day (from 8.15am) Phones must be switched off. Phones should be named. They will be stored safely in the main office during school hours and collected at the end of the day. Any child who needs to leave for a medical appointment or a sports fixture will be able to collect their phones before leaving school.

## 3 SANCTIONS

- In line with our [Behaviour Policy](#), if a mobile phone is not handed in and is found on a pupil or in a pupil's bag it will be confiscated, it will result in a Friday after-school detention.
- Parents/ carers will be notified of the incident via Edulink.
- The pupil will need to collect the confiscated mobile phone at the end of the school day from the office.
- For more serious offences or the pupil may face internal isolation, and the mobile phone will be confiscated.
- If the school decides that the misuse results in a child protection issue, the relevant authorities will then be contacted in line with our safeguarding and child protection policy.

The DfE issued 'searching, screening and confiscation' guidance in 2022. This advice underpins the Alameda Middle School Mobile Phone Policy and supports our behaviour policy. Page 13 of the behaviour policy outlines that there are times we will undertake a search for 'prohibited items'. Page 17 of the DfE's [Searching, Screening and Confiscation guidance](#) makes it clear that staff can search and confiscate any prohibited item.

## 4 USE OF MOBILE PHONES AND SMART WATCHES BY STAFF

### 4.1 Personal mobile phones and smart watches

For classroom-based staff, mobile phones and smart watches should be switched to silent and left in a safe place during lesson times and any contact time with pupils. They should not be visible in classrooms. The school cannot take responsibility for items that are lost, stolen, or broken.

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present/during contact time. The use of personal mobile phones and smart watches must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room or office).

- Staff should never send to, or accept, from colleagues or pupils, texts or images that could be viewed as inappropriate.
- With regard to camera phones, a member of staff should never use their personal phone to photograph a pupil(s) or allow themselves to be photographed by pupils.

This policy should be regarded as a protective measure for staff members, and it is important for staff to understand that non-compliance with the policy may lead to the implementation of disciplinary procedures.

All staff members off-site for trips, fixtures, or similar activities will be required to use a school-issued mobile phone. They can take their personal mobile phones to allow them to communicate with other staff members on the trip. Photographs are prohibited on personal devices.

In the case of emergencies, parents can contact the school office, and pupils will be able to contact home via the reception team.

### 5 USE OF MOBILE PHONES AND SMART WATCHES BY PARENTS, VOLUNTEERS AND VISITORS

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.

This means:

- Not taking pictures or recordings of pupils,
- Not using mobile phones in lessons, or when working with pupils

Parents, visitors, and volunteers will be made aware of the mobile phone policy when they sign in at reception or attend a public event at school and must adhere to the policy.

### 6 ROLES AND RESPONSIBILITIES

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

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.

The Senior Leadership team is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

### 7 LOSS, THEFT, OR DAMAGE

Mobile phones will be protected whilst stored, however 'the school accepts no responsibility for mobile phones and smart watches 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.