



MOBILE PHONE POLICY

Member of staff responsible for the policy	Mr Matthew Keates, Deputy Headteacher (Behaviour and Culture) / Designated Safeguarding Lead
Date on which this policy was last reviewed	September 2026
Approved by	The Governing Body, September 2026
Signed	Andrew Skelding, Headteacher Martin Drew, Chair of Governors
Date of next review	September 2027
Dissemination of the policy	Staff, Parents and Carers, Pupils, Governors

1. Introduction and Aims

At Endon High School, we believe that attention is the foundation of learning. Every pupil deserves to experience a school day where their focus is on learning, relationships and personal development, guided by our values of

Curiosity, Determination and Kindness — because *there is more in you*.

We recognise that mobile technology plays an important role in modern life and that many pupils carry a mobile phone for their journey to and from school. However, once pupils arrive at school, our priority is to provide the very best conditions for learning.

Accordingly, Endon High School operates a policy whereby pupils may bring a personal mobile phone to school but will not have access to that device during the school day, except where an authorised medical, safeguarding or SEND exemption has been agreed by the school. This expectation is achieved through the use of secure, signal-blocking phone pouches which remain in the possession of the pupil throughout the day.

This policy supports the Department for Education's expectation that schools should operate as mobile phone-free environments by default, recognising the positive impact that reducing digital distraction can have on learning, behaviour, safeguarding and wellbeing.

The policy aims to:

- ensure that the school environment is one in which pupils do not have access to personal mobile phones during the school day;
- maximise learning time by reducing unnecessary digital distraction;
- promote high standards of behaviour, engagement and concentration;
- strengthen safeguarding by reducing opportunities for cyberbullying, unauthorised photography, filming and online conflict during the school day;
- encourage positive face-to-face communication, healthy relationships and active participation in school life;
- provide a clear, fair and consistent framework for pupils, staff, parents and visitors regarding the use of mobile phones and similar devices;
- support pupils in developing responsible digital habits and understanding that technology should enhance learning rather than compete with it;

- ensure that any exceptions required for medical, safeguarding or SEND reasons are managed lawfully, proportionately and sensitively;
- complement and support the school's Behaviour Policy, Safeguarding and Child Protection Policy, Online Safety Policy, Searching, Screening and Confiscation Procedures, SEND Policy and Home-School Agreement.

This policy is not intended to remove technology from young people's lives. Rather, it reflects our commitment to ensuring that, for the duration of the school day, pupils' attention is devoted to learning, friendships and personal development.

2. Relevant Guidance

This policy has been developed with due regard to current legislation, statutory guidance and Department for Education expectations relating to behaviour, safeguarding, equality and the use of mobile phones in schools. In particular, it has been informed by:

- Section 36 of the Children's Wellbeing and Schools Act 2026, which places the Department for Education's guidance on mobile phones in schools on a statutory footing with effect from 29 June 2026;
- Education Act 2002;
- Education and Inspections Act 2006, including schools' powers to discipline, search and confiscate prohibited items;
- Equality Act 2010, particularly the duty to make reasonable adjustments for pupils with disabilities or specific medical needs;
- Keeping Children Safe in Education (KCSIE) (current edition);
- Department for Education – Mobile Phones in Schools Guidance;
- Department for Education – Behaviour in Schools: Advice for Headteachers and School Staff;
- Department for Education – Searching, Screening and Confiscation Guidance;
- Department for Education – Suspension and Permanent Exclusion Guidance;
- UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, where relevant to the use of personal devices and the recording or sharing of images.

This policy should also be read alongside the following Endon High School policies and procedures:

- Behaviour Policy;
- Safeguarding and Child Protection Policy;
- Online Safety Policy;
- Searching, Screening and Confiscation Procedures;
- SEND Policy;
- Staff Code of Conduct;
- Home-School Agreement;
- Educational Visits Policy.

Endon High School recognises the Department for Education's expectation that schools should operate as mobile phone-free environments by default, reflecting the positive impact that limiting access to personal mobile phones during the school day can have on learning, behaviour, safeguarding and pupil wellbeing.

Accordingly, this policy establishes a clear and consistent framework whereby pupils may bring a mobile phone for their journey to and from school but will not have access to that device during the school day, except where an authorised exemption has been approved by the school.

3. Roles and Responsibilities

3.1 Staff

The successful implementation of this policy relies upon consistent expectations and collective responsibility. Every member of staff plays a vital role in creating and maintaining a learning environment where pupils do not have access to personal mobile phones during the school day.

All staff, including teachers, support staff, supply staff, agency staff, volunteers and any other adults working within the school, are expected to:

- actively promote and consistently enforce this policy;
- model the professional behaviours and standards expected of pupils;
- challenge any breach of the policy promptly, calmly and respectfully;
- ensure that expectations are applied fairly and consistently to all pupils;
- follow the school's agreed procedures for confiscation, recording and referral where appropriate;
- report any safeguarding concerns arising from the misuse of mobile phones immediately in accordance with the school's Safeguarding and Child Protection Policy;
- support restorative conversations where appropriate following any breach of the policy;
- reinforce the educational purpose of the policy and its benefits for learning, wellbeing and safeguarding.

Staff should remember that the objective of this policy is not to catch pupils breaking rules, but to create a calm, distraction-free environment in which every pupil can flourish. In line with the Endon Standard, staff should:

- remain calm, certain and consistent at all times;
- avoid confrontation, debate or negotiation regarding the expectation;
- use consistent language and procedures;
- seek support from senior colleagues where necessary;
- restore positive relationships once any incident has been addressed.

No member of staff should ignore a breach of this policy, as inconsistency undermines the effectiveness of a whole-school approach.

Professional Modelling

The Department for Education expects schools to operate as mobile phone-free environments by default. Staff therefore have a responsibility to model appropriate behaviours.

Personal mobile phones should not be used for non-work-related purposes in the presence of pupils except in exceptional circumstances. Where mobile devices are required for legitimate professional purposes, staff should use them appropriately and in accordance with the Staff Code of Conduct, Data Protection Policy and Online Safety Policy.

3.2 Senior Leadership Team

The Senior Leadership Team is responsible for:

- ensuring the effective implementation of this policy;
- providing appropriate staff training and guidance;
- monitoring compliance and consistency;
- reviewing behaviour and safeguarding data relating to mobile phone incidents;
- evaluating the impact of the policy on learning, behaviour and wellbeing;
- communicating effectively with pupils, parents and staff regarding the expectations and rationale for this policy.

3.3 Governing Body

The Governing Body has a strategic responsibility to support and oversee the implementation of this policy as part of its wider responsibilities for behaviour, safeguarding, pupil welfare and the quality of education.

In fulfilling this role, the Governing Body will:

- approve and periodically review this policy;
- satisfy itself that the policy aligns with current legislation, Department for Education guidance and the values of Endon High School;
- receive appropriate reports on the implementation and impact of the policy;
- monitor trends relating to behaviour, safeguarding and pupil wellbeing where these are relevant to mobile phone use;
- provide appropriate challenge and support to school leaders to ensure the policy is implemented consistently and fairly;
- ensure that the school continues to meet its duties under the Equality Act 2010, including making reasonable adjustments where appropriate for pupils with medical conditions, SEND or other exceptional circumstances.

The Governing Body recognises that the purpose of this policy is not simply to regulate the use of mobile phones, but to create the optimum conditions for learning, personal development and safeguarding, consistent with the school's values and motto: there is more in you.

4. Use of Mobile Phones by Staff

The Department for Education has made clear its expectation that schools should operate as mobile phone-free environments by default, with anything other than this being the exception rather than the norm. As role models for pupils, staff have a responsibility to support and reinforce the culture that this policy seeks to establish.

Endon High School recognises that mobile technology is an essential professional tool in many circumstances. However, the inappropriate or unnecessary use of personal mobile phones in the presence of pupils can undermine the consistency and credibility of the school's expectations. Accordingly, all staff are expected to use personal mobile phones responsibly and professionally at all times.

4.1 Personal mobile phones

Staff, including teachers, support staff, volunteers, agency staff, contractors and any other adults working within the school, should not use their personal mobile phones for personal reasons in the presence of pupils during the school day.

Personal mobile phone use should be restricted to:

- designated non-contact time;
- staff-only areas;
- genuine emergencies;
- circumstances authorised by a member of the Senior Leadership Team.

Where possible, staff should use the school telephone system or official communication systems for professional communication. The school office remains the appropriate point of contact for urgent family matters requiring communication with members of staff.

4.2 Professional modelling

All staff are therefore expected to:

- model the behaviours expected of pupils;
- avoid unnecessary personal phone use in front of pupils;
- support colleagues by applying the policy consistently;
- reinforce the educational rationale behind the school's approach;
- avoid creating situations where pupils perceive different standards for adults and pupils.

4.3 Data protection

Personal mobile phones must not be used to process, store, photograph, record or transmit confidential school information or personal data unless expressly authorised and compliant with the school's Data Protection Policy and UK GDPR requirements. Staff must not:

- photograph pupils using personal devices;
- record video or audio of pupils using personal devices;
- store confidential school information on personal devices;
- upload school information to personal applications or artificial intelligence platforms unless specifically authorised and compliant with school policy.

4.4 Safeguarding

Staff must always maintain appropriate professional boundaries. Staff must not:

- provide pupils with personal telephone numbers;
- communicate with pupils through personal messaging applications or social media accounts;
- connect with current pupils via personal social media platforms;
- use personal devices in any manner that could compromise safeguarding or professional standards.

Any safeguarding concern arising from the use of a mobile phone or other digital device must be reported immediately in accordance with the school's Safeguarding and Child Protection Policy.

4.5.1 Using personal mobiles for work purposes

There may be occasions where staff are required to use a personal mobile device for legitimate professional purposes, including but not limited to multi-factor authentication, emergency procedures, educational visits or residential visits, authorised school applications, and exceptional operational circumstances approved by the Headteacher or Senior Leadership Team. In such circumstances, staff must ensure that use is proportionate, professional and does not undermine the principles of this policy.

4.5.2 Operational Use by Leadership, the Operations Team and Site Staff

Members of the Leadership Team, the Operations Team and site staff use mobile phones as an operational tool to run the school safely and efficiently — for example to coordinate site security, health and safety, facilities and premises issues, deliveries, transport, medical and safeguarding responses, and communication with external contractors and emergency services. This use is necessarily visible to pupils during the school day and is distinct from the personal, non-work-related use addressed in 4.1 and 4.2 above. A pupil seeing a member of the Leadership Team, Operations Team or site staff using a mobile phone for these operational purposes is not a breach of this policy and does not undermine its consistency, provided the use remains professional and work-related.

4.6 Work-issued mobile devices

Where the school provides a member of staff with a mobile phone or similar device for business purposes, that device remains the property of the school and must be used primarily for professional activities. Staff are expected to use school-issued devices appropriately and securely, comply with all data protection and safeguarding requirements, protect devices from unauthorised access, and report any loss, theft or damage immediately.

4.7 Breaches of this policy

Failure by a member of staff to comply with this policy may constitute a breach of the Staff Code of Conduct and may be addressed through the school's disciplinary procedures where appropriate. Minor issues will normally be managed through professional discussion and guidance. Serious or repeated breaches, particularly those involving safeguarding or data protection, may result in formal disciplinary action.

5. Use of Mobile Phones by Pupils

Endon High School recognises that mobile technology is an important part of modern life and that many pupils carry a mobile phone for safety and communication whilst travelling to and from school. The school does not seek to prevent pupils from bringing a mobile phone to school where this is required for their journey.

However, once pupils arrive on the school site, the priority of the school is education. Accordingly, Endon High School operates a policy whereby pupils may bring a personal mobile phone to school but will not have access to that device during the school day, except where an authorised medical, safeguarding or SEND exemption has been agreed by the school.

This expectation applies throughout the school day, including: before registration once pupils have entered the school site; lesson time; movement between lessons; breaktime; lunchtime; Redirect; enrichment activities; and any other time pupils remain under the supervision of the school, unless alternative arrangements have been communicated.

5.1 The Endon Approach

Experience — both nationally and at Endon High School — has demonstrated that a policy based solely upon phones being ‘out of sight’ still creates unnecessary temptation and opportunities for misuse. Even well-intentioned pupils may feel compelled to check notifications, respond to messages or access social media. This can result in occasional use in toilets, corridors or other unsupervised areas, together with safeguarding concerns relating to unauthorised photography or filming.

Rather than relying solely upon pupils choosing not to access their phones, Endon High School has adopted a secure, signal-blocking pouch system which removes both the temptation and the opportunity to do so. This approach is educational rather than punitive and reflects our commitment to creating the very best conditions for learning.

5.2 Secure Lockable Pouch System

Every pupil is allocated a secure, signal-blocking phone pouch, labelled with an allocated number (for example, 9W24). Pouches are the property of Endon High School and are kept and stored securely at school — they do not go home with pupils.

The system operates as follows:

- Pupils are given their allocated pouch in morning form each day.
- On receiving their pouch, pupils place their phone inside, and squeeze and press the clip together to lock it.
- Pupils show the locked pouch to the member of staff greeting them, holding it upside down to demonstrate that it is locked, following their form tutor's routine. This applies even on days a pupil has not brought their phone.
- The locked pouch is then placed in the pupil's bag — it will not fit in a pocket — and remains on the pupil's person throughout the day.
- At the end of the school day, in afternoon form, pouches are unlocked using unlocking stations at the exit of the form room, or when exiting Redirect. Pupils touch the round end of the lock onto the unlocking station and take their phone out. The unlocked pouch is then handed back and stored at school overnight, ready for morning form the next day.
- A pupil arriving after the end of morning form collects a temporary phone pouch from visitor's reception. This is unlocked in afternoon form and the pouch is returned to visitor's reception.
- If a pupil leaves school early, their pouch is unlocked by an appropriate member of staff.
- If an allocated pouch cannot be found, the phone is secured in a spare pouch and the pupil does not leave their form tutor until this has been addressed.
- Where a pouch is lost or damaged beyond use, a replacement must be purchased via Arbor (£8).

Pupils must not: open the pouch during the school day; tamper with or damage the pouch; exchange pouches with another pupil; carry a second phone; use a dummy phone or substitute object in place of their phone; or possess a detachable, magnet or other device intended to unlock a pouch without authorisation.

5.3 The Gate-to-Gate Rule

A pupil's phone must not be seen, heard or used anywhere on the school site, from the moment they enter the school gates to the moment they leave them — gate to gate.

This is a single, continuous expectation that runs for the pupil's entire time on site, not only for the period their pouch is locked between morning and afternoon form. It therefore also covers the time after a pupil enters the gates but before morning form, and the time after afternoon form but before they leave the gates, as well as any time spent on the school site outside the normal timetabled day (for example during Redirect, detentions, clubs or events).

Any phone seen, heard or used anywhere on the school site during this period — whether or not it is due to be in a pouch at that moment — will be confiscated, and the offence recorded and sanctioned under the ladder set out in section 5.9.

5.4 Mobile Phones on Educational Visits and Residentials

On educational visits, mobile phones are either not permitted at all or their use is restricted, as determined by the trip leader for that specific visit. Pupils will be told clearly, in advance, whether phones are permitted for a given trip and, if so, exactly what they may and may not be used for.

Whatever the arrangement for the visit itself, mobile phones are never permitted in pupils' accommodation overnight during residential visits. Phones will always be collected in by trip staff before pupils go to their accommodation for the night, and returned the following morning in line with the arrangements for that trip.

Where any use of a mobile phone is permitted on a visit, pupils must continue to follow the school's safeguarding expectations at all times, including not photographing, filming or sharing images or videos of other pupils or staff without permission, and treating staff with the same courtesy and respect expected on the school site. Any breach of these expectations will be treated in line with the sanctions ladder in section 5.9 and, where relevant, the Safeguarding and Child Protection Policy.

5.5 Educational Rationale

This policy exists to maximise learning time, improve concentration and engagement, reduce unnecessary distraction, encourage positive face-to-face communication, strengthen safeguarding, reduce opportunities for cyberbullying and online conflict during the school day, and promote healthier relationships and wellbeing.

The school is not seeking to remove technology from young people's lives. Rather, it seeks to ensure that throughout the school day, pupils are able to focus on learning, friendships and personal development without unnecessary digital interruption.

5.6 Smart Watches and Similar Devices

For the purposes of this policy, the term 'mobile phone' includes any personal communication device capable of sending or receiving messages, making calls, accessing the internet or recording images or audio. This includes, but is not limited to: smart watches with communication functionality; internet-enabled wearable devices; tablets used as communication devices; and similar emerging technologies. Such devices are subject to the same expectations as mobile phones — and must be secured in the pupil's pouch — unless otherwise authorised by the school.

5.7 Pupil Education

The school will actively educate pupils about the benefits of a learning environment free from unnecessary digital distraction. Through assemblies, tutor programmes, PSHE and online safety education, pupils will develop an understanding of responsible digital citizenship, online safety, cyberbullying, healthy relationships with technology, and the impact of distraction on learning and wellbeing.

Pupils will be encouraged to recognise that a mobile phone-free school day is not a restriction but an opportunity to be fully present, engaged and successful — there is more in you.

5.8 Exceptions and Reasonable Adjustments

Endon High School is committed to ensuring that this policy is implemented fairly, proportionately and in accordance with its statutory duties under the Equality Act 2010 and its wider safeguarding responsibilities.

The expectation is that all pupils will not have access to personal mobile phones during the school day. However, the school recognises that there may be exceptional circumstances where access to a mobile phone or similar smart device is necessary. Any exception will only be granted where there is a documented educational, medical or safeguarding need and where no reasonable alternative exists. Examples may include, but are not limited to:

- pupils who require a smart device as part of an approved medical treatment plan (for example, continuous glucose monitoring systems used in the management of diabetes);
- pupils whose Education, Health and Care Plan (EHCP) or identified SEND needs require the use of an assistive communication device;
- safeguarding circumstances where the school determines that an individual arrangement is necessary to protect the welfare of a pupil;
- other exceptional circumstances approved by the Headteacher or an authorised member of the Senior Leadership Team.

Parents or carers wishing to request an exemption should submit their request to the school in writing, supported by appropriate professional evidence where applicable. Requests will be considered on an individual basis and may involve consultation with the SENDCO, Designated Safeguarding Lead or relevant healthcare professionals. All agreed exemptions are recorded on the pupil's Arbor profile.

Where an exemption is approved, the arrangement will be documented, staff will be informed where necessary, appropriate safeguards and conditions of use will be agreed, and the arrangement will be reviewed periodically to ensure it remains necessary and proportionate. The existence of an exemption for one pupil does not create an entitlement for others. The school reserves the right to withdraw or amend any exemption where circumstances change or where the agreed conditions are not followed.

5.9 Sanctions, Confiscation and Searching

Endon High School expects all pupils to comply with this policy and recognises that the overwhelming majority will do so without difficulty. Where breaches occur, staff will respond in a manner that is reasonable, proportionate, consistent and educational, whilst maintaining the integrity of the school's behaviour and safeguarding systems. Sanctions issued under this policy form part of the school's wider Behaviour Policy and should be read alongside that document.

The Endon one-strike system

Endon High School operates a single, cumulative sanctions ladder for all mobile phone pouch offences, regardless of type:

- The first mobile phone pouch offence of any kind results in one full day in Redirect.
- Any second offence — even if it is a different type of offence from the first, and even if it occurs in a later half term or academic year — results in a suspension.

This is a single pupil-level count, not a separate count per offence type: a pupil does not receive a fresh 'first offence' allowance each time they commit a different kind of breach. The single day in Redirect is a one-time buffer; every pupil-level offence beyond that first one is treated as a repeat offence and results in suspension. Persistent or repeated suspensions will be escalated in line with the Behaviour Policy, up to and including consideration of permanent exclusion.

Where staff become aware of an offence that took place earlier in the pupil's time at the school (for example, one only recorded some time after the event), it still counts towards the pupil's total. Staff should check the pupil's behaviour record on Arbor before issuing a sanction to confirm whether this is a first or subsequent offence.

Offences covered by this policy

Offence	Description / example
Phone accessible during the school day	Phone found in a pocket, blazer, bag or otherwise accessible outside a locked pouch.
Dummy object in the pouch	Deliberately placing another object (for example a calculator or old handset) in the pouch to give the appearance the phone is secured. <i>Note: The dummy phone is confiscated and returned at the end of term</i>
Possession of an unlocked pouch	Found with a pouch that has been unlocked but still contains an accessible phone during the school day.
Possession of a second phone	Carrying an additional mobile phone or concealed communication device. (second phones are confiscated and returned at the end of term to a parent with PR)
Possession of a detacher or unlocking device	Possessing a magnet, detacher, unauthorised tool or improvised device intended to unlock a pouch.
Damaging, tampering with or destroying a pouch	Cutting, forcing open, damaging or otherwise vandalising a pouch to access the phone.
Filming or photographing without permission	Recording or photographing any member of the school community without authorisation.
Sharing or distributing unauthorised images or videos	Uploading or distributing images or recordings involving members of the school community without permission.

Sanction for every offence above: **1st offence = one day in Redirect. 2nd and any subsequent offence, of any type = suspension.** See the safeguarding note below.

Safeguarding note

Where an offence involves the creation, possession or sharing of indecent or sexually explicit images, discriminatory abuse, threats, or evidence of a child protection concern, the response is not limited to the sanctions ladder above. These matters are safeguarding incidents in their own right and must be referred immediately to the Designated Safeguarding Lead in accordance with the Safeguarding and Child Protection Policy, regardless of whether it is a pupil's first recorded pouch offence. This may result in immediate suspension, involvement of the police or other external agencies, and does not prevent the incident from also counting towards the one-strike total set out above.

Confiscation

Under the powers provided by the Education and Inspections Act 2006, authorised members of staff may confiscate a mobile phone or other communication device where a pupil is in breach of this policy — including any breach of the gate-to-gate rule set out in section 5.3 — or where confiscation is considered reasonable and proportionate. Confiscated devices will be dealt with in accordance with school procedures, and the school reserves the right to retain a confiscated device for an appropriate period where this is necessary to support behaviour management or safeguarding.

A confiscated phone will only be returned to a parent or carer with parental responsibility, who must collect it in person from the school. It will not be handed back directly to the pupil. Parents and carers will be notified by Arbor message and email that a phone has been confiscated and needs to be collected.

Dummy, or second, phones will be confiscated and only returned at the end of term.

Searching

Authorised members of staff have the legal power to search pupils and their possessions where there are reasonable grounds to suspect that a prohibited item or evidence of serious misconduct may be present, in accordance with current legislation and Department for Education guidance.

Where there are reasonable grounds to believe that a mobile phone contains evidence relating to a safeguarding concern, bullying or cyberbullying, the creation or sharing of inappropriate images, criminal activity, behaviour likely to cause harm to another person, or any other serious breach of school rules, the school may examine the device or seek assistance from appropriate agencies in accordance with the Searching, Screening and Confiscation Guidance, the Safeguarding and Child Protection Policy and any other relevant legislation. Where appropriate, devices may be retained pending investigation, and the police or other external agencies may be contacted.

Safeguarding considerations before any sanction

The school recognises that misuse of a mobile phone may sometimes indicate that a pupil is vulnerable or at risk of harm. Accordingly, before determining any sanction, staff will consider the age and understanding of the pupil, any identified SEND or disability, any relevant medical needs, safeguarding concerns, and whether the behaviour may indicate that the pupil is suffering, or at risk of, harm. Where appropriate, the matter will be referred to the Designated Safeguarding Lead or Deputy DSL for consideration of pastoral support, early intervention or referral to external agencies.

6. Use of Mobile Phones by Parents, Carers, Volunteers and Visitors

6.1 Parents and carers

Endon High School believes that the successful implementation of this policy depends upon a strong partnership between school and home. Parents and carers are encouraged to discuss this policy positively with their child, reinforce the educational rationale behind the school's approach, encourage responsible and healthy use of technology outside school, and support the school's behaviour expectations where sanctions are necessary.

Contacting pupils during the school day

Parents and carers should use the school office as the first point of contact if they need to communicate with their child during the school day. Parents should not attempt to contact pupils directly on their personal mobile phone during the school day, as pupils will not have access to their device. Where a message is urgent, the school will ensure that it is passed to the pupil promptly. Likewise, where a pupil needs to contact home, appropriate arrangements will always be made through the school office.

6.2 Visitors, volunteers and contractors

Visitors, volunteers, governors, contractors and any other adults working on behalf of the school are expected to support this policy whilst on the school site. Unless required for legitimate professional purposes, mobile phones should not be used whilst working directly with pupils, within classrooms or learning environments, during assemblies or school activities, or in any manner that distracts from the safe supervision of pupils. Where personal phone use is necessary, it should take place discreetly and, wherever possible, away from pupils.

6.3 Photography and recording

The safeguarding and privacy of pupils is of paramount importance. Accordingly, parents, visitors and volunteers must not photograph or film pupils without appropriate authorisation, photograph or record groups of pupils where their own child is not the primary subject, publish or share photographs or recordings of pupils or staff on social media or other online platforms without appropriate consent, or make audio recordings of lessons, meetings or school activities without the express permission of the school.

At public events such as performances, celebrations or sports events, the school may permit parents to take photographs or videos of their own child for personal family use. Such images or recordings must not be used in a manner that compromises the privacy or safeguarding of other pupils.

6.4 Educational visits

Parents or volunteers supporting educational visits or residential activities are expected to follow the same standards of professional conduct. They must not use personal mobile phones to contact other parents regarding pupils during the visit unless authorised by the trip leader, take photographs or recordings of pupils using personal

devices unless specifically authorised by the school, or share information, photographs or videos relating to the visit on social media whilst the visit is taking place. Any concerns regarding pupil behaviour or misuse of mobile phones should be referred immediately to the member of staff leading the visit. Volunteers do not have the authority to search or confiscate devices and should not attempt to do so.

6.5 Communication of this policy

The school will communicate the expectations of this policy through parent communications, the school website and Firefly, pupil assemblies and tutor programmes, visitor information and reception procedures, and staff induction and training.

7. Loss, Theft or Damage

Endon High School permits pupils to bring a personal mobile phone to school for their journey to and from school. The responsibility for the phone itself remains with the pupil and their parent or carer. To support the secure operation of this policy, every pupil is allocated an Endon-approved secure, signal-blocking phone pouch, which is the property of the school and is stored and kept at school — pupils do not take their pouch home.

7.1 Responsibility for mobile phones

Pupils are expected to ensure that their mobile phone is clearly identifiable and protected by an appropriate PIN code or password, place their phone into their allocated pouch in morning form, keep the pouch in their possession throughout the school day, and take reasonable care of both their phone and the pouch while it is in their possession. Staff are similarly expected to secure their own personal and work-issued devices appropriately and to comply with all data protection and safeguarding requirements.

7.2 Loss, theft or damage

While the school will take reasonable steps to promote the safe storage of mobile phones through the secure pouch system, Endon High School cannot accept responsibility for the loss, theft or accidental damage of personal mobile phones on the school site, whilst travelling to or from school, during educational visits or residential activities, or whilst participating in any school activity where the phone remains the personal property of the pupil. Parents and carers should therefore ensure that pupils only bring devices that they are comfortable bringing into a school environment and that appropriate insurance arrangements are in place where necessary.

7.3 Secure phone pouches

The secure pouch system has been introduced to protect pupils' devices whilst ensuring they remain inaccessible during the school day. The pouch should be treated in the same way as any other item of school equipment. Pupils must not deliberately damage the pouch, attempt to cut or force it open, tamper with the locking mechanism, or exchange pouches with another pupil. Deliberate damage or misuse will be dealt with in accordance with the Behaviour Policy and this policy's sanctions ladder, and may result in the cost of replacement being charged where appropriate.

7.4 Replacement of lost or damaged pouches

If a pouch is lost, damaged or no longer serviceable, it must be reported to the school immediately. Replacement pouches must be purchased by parents/carers via Arbor (£8) in the event of unacceptable damage or loss, removing the need for the school to purchase, store or administer replacement stock. Details of the ordering process are published on the school website and Firefly.

7.5 Confiscated devices

Where a mobile phone is confiscated under this policy, it will be stored securely by the school, with access restricted to authorised staff, until it is collected in accordance with section 5.9 and the school's Behaviour Policy. As set out in section 5.9, confiscated phones are returned only to a parent or carer with parental responsibility,

collecting in person; parents and carers are notified by Arbor message and email when a phone has been confiscated and needs to be collected.

7.6 Lost property

Any mobile phone or secure pouch found on the school site should be handed immediately to the School Office or Reception. The school will make reasonable efforts to identify and contact the owner; however, responsibility for the security of personal property ultimately remains with the individual pupil.

8. Monitoring and Review

Endon High School is committed to ensuring that this policy has a positive impact on pupils' learning, behaviour, safeguarding and wellbeing. The success of this policy will be measured not simply by compliance, but by the extent to which it contributes to a calm, focused and distraction-free learning environment. The implementation and effectiveness of this policy will be monitored regularly by the Senior Leadership Team and reviewed as part of the school's wider approach to behaviour, safeguarding and personal development.

8.1 Monitoring

The school will monitor the implementation of this policy through behaviour records relating to mobile phone incidents on Arbor, safeguarding records and concerns linked to mobile phone use, records of confiscations and sanctions, pupil voice activities through EHS Parliament and School Councils, parent and carer feedback, staff feedback, learning walks and quality assurance activities, and attendance, engagement and wellbeing indicators where relevant.

Attention will be given to identifying whether the policy is contributing to improved classroom focus and engagement, reduced low-level disruption, improved social interaction between pupils, reduced safeguarding concerns relating to mobile phone use, and increased consistency in the application of behaviour expectations.

8.2 Review

This policy will be reviewed annually, or sooner where there are significant changes to legislation or Department for Education guidance, operational improvements are identified, safeguarding considerations require amendment, or feedback indicates that changes should be considered.

The review process will take account of feedback from pupils, parents and carers, and staff; behaviour and safeguarding data; relevant Department for Education guidance; and advice from the Local Authority, Shaw Education Trust and other relevant organisations.

8.3 Raising concerns

Any concerns regarding the implementation of this policy should be raised in the first instance with:

Mr Matthew Keates, Deputy Headteacher (Behaviour and Culture) / Designated Safeguarding Lead

Endon High School

Endon, Stoke-on-Trent

Where concerns relate to safeguarding matters, these should be reported immediately in accordance with the school's Safeguarding and Child Protection Policy.

8.4 Governing Body oversight

The Governing Body will receive appropriate information regarding the implementation and impact of this policy as part of its wider responsibilities for behaviour, safeguarding and the quality of education. The Governing Body will review the effectiveness of the policy through reports provided by school leaders, provide appropriate support and challenge regarding implementation, satisfy itself that the policy remains compliant with legislation and good

practice, and ensure that the policy continues to support the school's vision, values and commitment to Curiosity, Determination and Kindness.

8.5 Final Statement

Endon High School is committed to ensuring that pupils are fully present, fully engaged and fully able to benefit from every aspect of school life. This policy is not intended to remove technology from young people's lives. It is intended to protect something even more valuable: attention, learning, wellbeing, friendship and opportunity.

By ensuring that pupils do not have access to personal mobile phones during the school day, we create the conditions in which every child can thrive. There is more in you.

Policy Review

Review Date: September 2026

Next review date: September 2027

Andrew Skelding, Headteacher & Martin Drew, Chair of Governors