

Blessed Hugh Faringdon Catholic School

Mobile Phone Protocol, December 2025

Rationale

- All students and members of staff have a right to feel safe, valued, and respected.
- All teaching staff should aim to deliver quality first teaching and learning and the focus on students' learning should not be disrupted.
- To support our existing Acceptable Use of ICT, Online Safety, Child Protection and Safeguarding, Use of Artificial Intelligence and Behaviour for Learning policies.
- Mobile phones can be a very useful learning tool at school, but the increased use of phones around the school site has the potential to undermine the school behaviour policy and expectations, and present safeguarding concerns.
- There have been instances of poorly judged use of mobile phones at school by some students, which have disrupted learning and caused distress. This is unacceptable.
- It is important to encourage students to develop important social and interpersonal skills by being encouraged to interact face to face rather than through the medium of their mobile phone.

Procedures:

1. Mobile phones are not to be used in lessons except in sixth form lessons and with the explicit instruction of and supervision by the teacher.
2. Phones must be switched off (not just put on 'silent') and placed out of sight in your bag. They are not to be used at any point or in any location, during the school day, at all. Should you need to contact home, for a legitimate reason, the office will do this for you.
3. Sixth Form students may use their mobile phones in the Sixth Form Common Room/areas, but outside these areas the same policy will apply as for all students.
4. You must avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. You must keep your phone's password(s) or access code(s) secure and not share them with anyone else. Thus, if you lose your phone, in school, there is less likelihood that someone could use it.
6. Should you break the rule and be seen with your phone, you must comply with a request by a member of staff to hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and you will be issued with a C4 Internal Exclusion where the phone will be confiscated.
7. If this is the first time your phone has been confiscated, and you handed it over on request, your phone will be returned to you by the school office at the end of the school day. If you failed to hand it over or if it is a subsequent offence, it will be maintained by the school, and your parents will be contacted to collect it. If you continue not to comply, parents will be invited in to meet with an appropriate member of staff and an appropriate sanction issued.

8. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room, unless in exceptional medical circumstances agreed and recorded in advance, can result in your exam being declared invalid.
9. The school will not be held responsible for missing or damaged mobile phones, and any theft or damage that occurs either on the way to and from school, or in school, will not be investigated by the school. Mobile phones are brought into school at the owner's risk.
10. In certain cases, such as issues pertaining to Safeguarding and/or Child Protection, it may be deemed necessary to pass a confiscated phone to, or seek advice from, the police.
11. Sixth Form students may use their mobile phones in the Sixth Form Common Room/areas, but outside these areas the same policy will apply as for all students.

Mobile Phone Confiscation Procedure

Scenario	Outcome
First offence	Phone confiscated by member of staff, logged, and securely placed in the main office. Students to collect at 3:05 pm – provided that the phone is handed over upon the first request.
Second offence/phone not handed over on the first request	Placed in the Main Office parents contacted to collect at the end of the school day.
Further offences	Parents to collect the phone from school and meet with a member of staff.
Refusal to hand over mobile phone	Student will be appropriately sanctioned with possible fixed period of internal exclusion.

This protocol also applies to any other items, not included in school policies, for example, headphones and Smart Phones.

Staff will use a school mobile phone, laptop or other school-issue device to take photographs of students participating in events and trips where permission to do so has not been withdrawn. Personal mobile phones or other personal devices will not be used.