



Mobile Phone Policy

Principal

September 2026

Minsthorpe Community College: A place where everyone plays a part in strengthening our learning community through **Motivation, Commitment & Care.**

This document must be read in conjunction with the College's Polices and relevant DfE Guidance:

- The Safeguarding and Child Protection Policy.
- The Online Safety Policy.
- DfE Guidance Behaviour in Schools.
- DfE Guidance Suspension and Permanent Exclusion from Maintained Schools, Academies and Pupil Referral Units in England, including student movement.
- DfE Guidance Searching, Screening and Confiscation
- DfE Guidance Mobile Phones in Schools



Minsthorpe
Community College

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This policy is aligned with the Department for Education (DfE) guidance *Mobile Phones in Schools* (updated January 2026). This Policy will be published on the College website as a stand alone document. This policy refers to mobile phones. It will be applied to smart watches and other digital devices if used to communicate with other and to access social media and online platforms.

1. Purpose

This policy outlines Minsthorpe Community College's approach to mobile phone use, in accordance with DfE requirements to maintain a mobile-phone-free environment throughout the college day for students in Years 7 - 11.

The aims of this policy are to:

- Maintain a safe, calm, orderly and supportive learning environment for all students and staff
- Remove mobile phones as a potential distraction from learning
- Safeguard students from online harm, bullying and inappropriate content whilst in College
- Ensure consistent expectations and routines across the College, in line with *BE FAIR* and *BE FAIR Everywhere*

2. Scope

This policy applies to:

- All students in Years 7–11
- All Post-16 students (see Section 9)
- All staff (see Section 10)

3. Policy Statement

Minsthorpe Community College operates a no-mobile-phone-use policy for all students in Years 7–11 during the entire college day.

This policy applies:

- From the moment students enter the college site and join their year-group queue
- Until students leave the College buildings at the end of their day
- During P&A Time, lessons, lesson changeovers, in-lesson breaks and snack breaks
- During detentions and Commitment sessions and onsite enrichment activities

Mobile phones must:

- Be switched off
- Be stored completely out of sight in a bag
- Not be carried in pockets

4. Student Expectations

4.1 Bringing Phones to College

- Students may bring a mobile phone to college at their own risk.
- Phones must be switched off and placed in a bag before entering the site.
- Phones must not be kept in pockets or used as watches, timers or calculators.
- Phone must not be used for research or for educational apps in the classroom

4.2 Contacting Home

- Students requiring contact with home must do so via the Uniform Room.
- Parents/carers must not contact students directly during the college day.
- In an emergency, parents/carers should contact the Hub via the College telephone number: 01977 657600.

5. Confiscation and Sanctions

DfE guidance grants schools full authority to confiscate mobile phones and to screen and/or search students for banned items, including mobile phones.

Minsthorpe Community College will apply the following procedures:

5.1 First Breach (Level 1 – Behaviour Policy)

- Phone confiscated and stored securely in the Hub
- Returned to the student at the end of the day
- Breach recorded on the central tracker
- Breach communicated with home as a Behaviour Point

5.2 Repeated Breaches (Level 2 – Behaviour Policy)

- Phone confiscated and stored securely in the Hub
- Returned to the student at the end of the day
- Breach recorded on the central tracker
- Breach communicated with home as a Behaviour Point
- Students who breach the policy three or more times within one term will receive a sanction of isolation

If there is a breach of this policy at 2:30pm, the student's mobile phone cannot be confiscated, however the breach will be logged on the tracker and as a Behaviour Point.

Refusal to hand over a mobile phone or refusal to be screened for possession of a mobile phone will result in isolation, suspension and/or off-site direction, depending on circumstances.

5.3 Serious Misuse (Level 3 or Level 4 – Behaviour Policy)

Examples include:

- Bullying or harassment
- Recording staff or students
- Sharing inappropriate or harmful content
- Serious breaches of the Online Safety Policy

Incidents will be investigated and sanctioned in accordance with the Behaviour Policy. Illegal misuse will be referred to West Yorkshire Police.

6. Handing In Mobile Phones

For safeguarding purposes, students must hand in their mobile phone in the following circumstances:

- When leaving a lesson to use the toilet (phone handed in at sign-out)
- When entering the MID Room, Removal Room, Stepback or RESET provisions (phone stored securely and returned at the end of the day)
- When borrowing uniform items such as a tie (phone stored securely and returned at the end of the day)

If a student does not have a mobile phone to hand in, they will be screened ("wanded") in accordance with Appendix 7 of the Behaviour Policy.

7. Enrichment Activities

- The no-mobile-phone policy applies during all extra-curricular clubs and activities on the College site.
- Students are not allowed to use their mobile phone during after college detentions and Commitment sessions

- The policy also applies during fixtures and off-site learning activities, including travel to and from venues.
- For safety reasons, staff may instruct students to use their mobile phone to inform parents/carers of return times from fixtures or off-site activities.
- Clear expectations regarding mobile phone access will be communicated for residential and/or overseas visits and for offsite visits where the journey lasts a number of hours. The visit leader will make this decision based on student and staff wellbeing and safety.
- Decisions regarding the use of mobile phones during enrichment activities will be made by the staff member in charge, under the guidance of the Educational Visit Coordinator.

8. Exceptions

Reasonable adjustments may be made for students with:

- Medical needs (e.g., diabetes monitoring)
- SEND requirements (e.g. Speech, Language and Communication Needs)

All exceptions must be:

- Approved by the Head of SEND
- Documented by the Admin Team Leader and reviewed regularly
- Offsite alternative provision providers will have their own policy which students must adhere to.

9. Expectations for Post-16 Students

- Post-16 students are expected to act as role models for younger students. They may use mobile phones only within the designated Post-16 Block and must not use them in view of students in Years 7–11.
- Post-16 students may use mobile phones during lessons for educational purposes, with the explicit agreement of a member of staff.
- Post 16 students are not permitted to use mobile phones to listen to music during lessons
- Further details are provided in the Post-16 Learner Contract and the Online Safety Policy.

10. Staff Expectations

- Staff may use mobile phones only during non-contact times and must not use them in front of students unless required for immediate professional duties.
- Further guidance is provided in the Staff Code of Conduct and the Online Safety Policy.

11. Lost, Stolen or Damaged Phones

- Minsthorpe Community College accepts no responsibility for loss, theft or damage to mobile phones.
- Students bring phones entirely at their own risk.
- The College will not investigate lost or stolen phones beyond providing reasonable assistance.

12. Communication and Implementation

Minsthorpe Community College will:

- Communicate this policy clearly to students, staff and parents/carers
- Reinforce expectations through assemblies, P&A Time, lessons and signage
- Ensure consistent enforcement by all staff
- Provide guidance to parents/carers on supporting the policy

13. Monitoring and Review

- This policy will be reviewed annually by the Full Governing Body.
- Ofsted will evaluate the consistency and effectiveness of the College's approach.

Final Section

Equality Assessment

This policy has been assessed with regard to its impact on equalities issue, with specific reference to the aims of the Equality Act 2010. The equality impact assessment focused on race, gender, disability, pregnancy and maternity, age, sexual orientation, gender identity and religion/belief.

Policy Review Schedule

Policy last reviewed:	Due for next review:	Role Responsible:
February 2026	February 2027	Principal