HORSFORTH SCHOOL

Opportunity and achievement for all

Mobile Phone Procedures

Last Reviewed	July 2025
Next Review Date	July 2029
Ratified by the Headteacher	July 2026

Mobile Phone Procedures

This includes: Mobile phones, MP3 players, iPods, Smart watches and AirPods

Purpose

At Horsforth School we recognise the widespread ownership of mobile phones amongst our young people and the increasing dependence by all, on new technologies. However, we also know that the possession and use of mobile phones can be highly disruptive to learning, whilst also posing a threat to our safeguarding procedures. This does mean as a school we need to ensure that mobile phones are used responsibly. These procedures are designed to limit the disruption and potential issues involving mobile phones, whilst ensuring that the benefits that mobile phones provide (such as increased safety) can continue to be enjoyed by our students.

Personal Safety and Security

These procedures have been developed taking into account parental consultation on the use of phones. Horsforth School accepts that parents/carers give their children mobile phones to protect them from everyday risks involving personal security and safety. It is evident that there is concern about students travelling alone on public transport or on their journey to and from school. The School acknowledges that providing students with mobile phones for school, gives parents /carers reassurance as that they can contact their child if, on their journey should there be an emergency.

Emergencies during the School Day

If an emergency should happen during the course of the school day then parents/carers should contact the school reception 0113 226 5454. Messages/instructions will be then sent directly to the child. **It is not appropriate for parents/carers to contact their child via text, message or phone call during the school day. Students caught using their/checking their phone will be sanctioned in line with these procedures.**

In the same way, it is **not appropriate** for students to contact their parents/carers via their phones. If an incident has taken place during the day for that student, the school will need to investigate and secure full possession of facts before parents are contacted. If students are unwell, they must follow the medical and first aid policy and procedures. Staff will make the decision to contact home should a student be unwell.

Should students want to contact parents/carers during the school day, they should report and enquire at student reception in the first instance and then, main reception.

To this end, the following will apply:

Responsibility:

Parents/carers should be aware if their child is bringing a mobile phone, the child is responsible for the phone and that they must abide by the guidelines of these procedures. Please note the school is not responsible for the phone and that the phone is brought into school at the owners' risk. School does not accept responsibility for mobile phones and school is not liable for lost, broken or stolen phones. It is assumed that parents/carers have insurance for the phone.

Procedures:

- Students may bring mobile phones and electronic devices to Horsforth School for use on **the way to** and **from school only.**
- Phones and electronic devices must **not be visible, heard** or **used at any time**, on the school site, during the school day **(8am -4pm). They must be switched off at all times.**
- This includes: before and after school starts/finishes, break time, lunch time, all lessons, lesson changeover, corridors, or on the external site (tennis courts, yard, courtyards, astro-turf, field, benches, front and back paths leading to and from the main building).
- This includes all electronic devices: MP3 players, iPods, Air Pods, smart watches, headphones and ear phones.
- Phones and electronic devices should be **switched off** and stored securely in **school bags only.**
- This needs to be done before students enter the school gates and school site.
- Phones and electronic devices should not be visible; therefore, students are not permitted to store them on their person, in pockets or in coats.
- Phones seen in pockets or on the person will be deemed visible and confiscated.

Confiscation:

- **Any visible electronic device or phone that is visible (whether it is being used or not) on school site and during the school day will be confiscated and sanctions will be issued.**

- All staff have the right to confiscate as set out in Section 91 of the Education Act 2006. Staff can confiscate, retain or dispose of student property as a disciplinary penalty where reasonable to do so.

Mobile Phone Confiscation and Sanction procedures

	School will:	**Student:**	**Parent /carer:**
1st confiscation	-Confiscate the phone -Store in HUB safe -Log the offence	-Collect phone themselves at end of the day from HUB -Friday 90 minute Headteacher Detention	-Will receive a school text to notify of first offence -remind child of acceptable use at school
2nd confiscation	-Confiscate the phone -Store at the HUB -Log the offence -Transfer to the LT safe -Contact home	-Will receive a full day in reflection	-Notified by phone if possible (text, if not) - Make an appointment between 7.30 -5pm to collect the phone from Leadership Team at school
3rd confiscation	-Confiscate the phone -Store at the HUB -Log the offence -Transfer to the LT safe -Contact home	-Will receive two full days in reflection	-Notified by phone if possible (text, if not) - Make an appointment between 7.30 -5pm to collect the phone from Leadership Team at school
4th confiscation	-Confiscate the phone -Store at the HUB -Log the offence -Transfer to the LT safe -Contact home to arrange a meeting with the Deputy Headteacher	-Will receive three full days in reflection -Time to reflect on the school phone procedures. -To think about the option they will take at the parent meeting for using their phone at Horsforth School in the future	-Notified by phone if possible (text, if not) - Make an appointment between 7.30 -4.30pm to collect the phone from Leadership Team at school -Attend a meeting to discuss 2 options: Child does not bring their phone to school and is subject to a search or handing it to the HUB every morning for the duration of the day.
*If a student refuses to hand over phone they will be issued with 1 extra day reflection on top of their allocated sanction.			

Safeguarding:

Students are forbidden to take videos and photos of any kind on school site and/or upload these images to social media or share these on social media.

This includes photos and videos of staff, class rooms, students and their peers (with or without permission). This threatens the schools safeguarding procedures and it is taken very seriously. For this reason, students who are found to have done this will automatically be issued with a BASE exclusion (in conjunction with the phone confiscation procedures).

Students must not use personal mobile data connections such as 4G, 5G, personal hotspots, or tethering. Cyber Bullying

Using mobile phones to humiliate, bully, harass, violate or threaten any member of the School Community is unacceptable and will not be tolerated. Students, who are found to have done this, will face disciplinary action as outlined in the Anti-Bullying policy and they will be sanctioned with a BASE exclusion. It can be a criminal offence to use a mobile phone to menace, harass or offend another person and the school will involve the police if appropriate.

Police

If asked to do so, a student's device will be shown to designated safeguarding officer in the school. The police will be informed if there is serious misuse such as sexually harmful behaviour, forms of child abuse such as CSE, illegal activity or behaviour/language that poses a threat to the safety of a student or adult, in or out of school. Students should ensure they do not store on their phones, extremist, discriminatory or pornographic images/text. The transmission of these is can offence, as is "sexting," sending of personal sexual imagery or that of peers.

Support for parents/carers

Please visit the PARENT section of the school's website, to and find out more about Online Safety and how you can support your child with social media and mobile phone etiquette.

Alternatively, O2 have joined up with the NSPCC to raise awareness of online issues and safety for both students and parents, you can visit these here:

https://www.o2.co.uk/help/nspcc https://www.o2.co.uk/help/nspcc/online-issues

Or visit: www.thinkyouknow.co.uk

Examinations Mobile phones must not be taken into any exam situation. Any student found to be in possession of a mobile phone during an exam could be prevented from completing that and other public exams as a result.

Horsforth School Sixth Form

Mobile Phone MP 3 players Protocols:

At Horsforth School, Sixth Form students:

Are allowed to bring mobile phones/MP3 players into school and may connect to the school's network.

Students must **not** use personal mobile data connections such as **4G, 5G, personal hotspots, or tethering** when accessing the internet on school premises. All work-related online activity must take place through the school's **authorised network and student login**, ensuring that the required **filtering, safeguarding controls, and monitoring systems** are applied at all times. Using personal data connections bypasses these protections and is therefore prohibited. This requirement applies to all devices used for school business, including personal phones, tablets, and laptops.

May use their mobile phone within the Sixth Form block during free periods and break/lunch. If they wish to use their mobile phone outside these areas they must sign out and leave the site.

Should have their phone turned off in all lessons (including form time and assemblies) and must not use their mobile phone openly around the school. They should not place them on show or remove them from their bag. The same rules apply for the use of ear phones around the school site to listen to music.

In some lessons it may be appropriate for the teacher to encourage students to use their mobile phone for a particular task. In these cases the mobile phone must be returned to the student's bag immediately after it has been used and should not be left on show or used for any other purpose during the lesson. Failure to use the phone as directed in these circumstances will result in it being confiscated.

Can use MP3 facilities on their mobile phones during 'free' periods but only when in the sixth form computer workroom or the common room (not the library) and this must be done through a headset and not on speaker phone.

Sixth Form Sanctions:

If a sixth form student is challenged about incorrect use of a mobile phone/MP3 player then the mobile phone/MP3 player, complete with sim card, will be confiscated.

Any student walking around school with earphones in will be challenged and the earphones and attached MP3 player will be confiscated.

The mobile phone/MP3 player will be returned from the office of the Assistant Head teacher (Sixth Form) at 2:50 p.m. that day. A record of confiscations will be kept and students consistently breaking the rules around mobile phones/MP3 players will be

sanctioned further.

Any student refusing to hand their mobile phone/MP3 over to any member of staff will be reported to a member of the sixth form team and the student will be internally excluded (Inclusion) from the main school for one day.

The sixth form students are permitted to use their mobile phones in designated places on the post-16 campus

- Within lessons when asked by their teacher which is also applicable in the lower school building
- Within the coffee/social area of the p-16 building
- Within the silent working careers area of the p-16 building

Students are not permitted to use these devices at any other time as per students in the younger years. Failure to adhere to the above policy will result in the confiscation of the device as stated above.