

Enfield Grammar School



Pupil Mobile Phone Policy

Date Approved	09/07/2026
Approved by	Full Governing Body
Renewal Date	09/07/2028

Aims

This policy aims to:

- maintain a calm, safe and focused school environment;
- ensure the school is smartphone-free by default for pupils in Years 7 to 11;
- reduce distraction from learning and support strong classroom routines;
- support positive relationships between pupils, staff and parents/carers;
- reduce online conflict, bullying, filming and social media-related incidents;
- support safeguarding, data protection and pupil wellbeing;
- provide clear and consistent expectations for pupils, staff, parents/carers, volunteers and visitors;
- ensure that consequences for breaches of the policy are fair, transparent, reasonable and proportionate.

Throughout this policy, reference to smartphones, includes smartwatches and similar personal electronic or communication devices, unless the policy states otherwise.

Use of smartphones by pupils

This policy reflects the Department for Education's statutory guidance on mobile phones in schools, effective from 29 June 2026, which expects schools to be mobile phone-free by default.

Smartphones and similar smart devices are not permitted for pupils in Years 7 to 11. This includes any device capable of accessing the internet, using apps, taking photographs or videos, sending online messages, accessing social media or connecting to online services. If a smartphone is seen, heard, or used in any of the situations/areas below, it will be confiscated in line with this policy:

- on the school site
- between the school sites
- during school activities, trips, fixtures and visits unless specific permission has been given
- before and after school where pupils are in school uniform or identifiable as Enfield Grammar School pupils including Enfield Town
- when travelling to and from school, where behaviour may affect the reputation of the school or the safety and wellbeing of others

Basic/brick phones

The school recognises that some parents/carers may wish their child to carry a basic mobile phone for safety and communication before and after school. A basic phone, often referred to as a "brick phone" does not have any of the features listed above that define a smartphone and is limited to calls and texts.

Basic phones must be:

- switched off while on and between the school sites;
- kept out of sight at all times;
- not seen, heard or used anywhere on the school site;
- not used during lessons, form time, break, lunch, movement between lessons, detentions, enrichment, clubs or any other school activity.

If a basic phone is seen, heard or used on the school site, it will be confiscated and returned at the end of the school day. Repeated misuse of a basic phone may be treated as a breach of the Behaviour & Relationships Policy and may result in further sanctions.

Confiscation process

Where a smartphone or prohibited device is seen, heard, used or found, it will be confiscated by a member of staff and stored securely by the school. The device will only be returned to a parent/carer.

The following escalation will apply to smartphones and prohibited devices:

First confiscation

The device will be confiscated and retained securely by the school for 7 calendar days, inclusive of weekends but not normally including school holidays. Where the confiscation period would extend into a school holiday, the device will normally be returned on the final school day of term unless a longer sanction applies.

Second confiscation

If a smartphone or prohibited device is confiscated for a second time in the same academic year, it will be retained securely by the school for one calendar month. The school will confirm collection arrangements with parents/carers where the period includes a school holiday.

Third confiscation

If a smartphone or prohibited device is confiscated for a third time in the same academic year, it will be retained securely by the school until the end of the current school term, with a minimum confiscation period of one calendar month.

The escalation sequence applies across the academic year and resets at the beginning of each new academic year.

Refusal to hand over a device

Refusal to hand over a mobile phone or prohibited device when requested by a member of staff is a serious breach of the Behaviour & Relationships Policy and will normally result in suspension, in line with the Behaviour & Relationships Policy.

Where a pupil has been suspended for refusing to hand over a device, the school will expect the device to be handed in at the reintegration meeting or immediately upon the pupil's return to school. The device will then be retained securely by the school for 7 calendar days. Refusal to hand in the device on return may be treated as a further breach of the Behaviour & Relationships Policy and may result in a further suspension.

Searching, screening and reviewing device content

Where staff have reasonable grounds to suspect that a pupil is in possession of a banned device, authorised staff may search the pupil or their possessions in line with the school's Screening & Searching procedures and relevant statutory guidance.

Exceptions

Exceptions to this policy may only be made in exceptional circumstances, such as for medical, safeguarding or specific SEND-related reasons.

Any exception must be requested formally by parents/carers using the form in Appendix 1.1 and must be agreed in advance by the Head of Year and a member of the Senior Leadership Team. Where an exception is approved, the school will agree clear conditions for how the device may be brought to school, stored and used. The pupil must also sign the code of conduct in Appendix 1.2 before the permission takes effect. Any misuse of an agreed device, or failure to follow the agreed conditions, may result in the exception being withdrawn.

School trips, fixtures and performances

The same expectations apply during school trips, fixtures, performances and off-site activities unless specific permission has been given by the member of staff leading the activity.

Where an exception is made for a sports fixture, music performance, trip or visit, permission must be requested in advance. Pupils must submit the phone to the member of staff in charge before the start of period 1 or at the agreed collection point. The device will be stored by staff and returned at the end of the activity. Any misuse of a

device during a school activity may result in confiscation and further sanctions in line with the Behaviour & Relationships Policy.

Contacting Your Child

If you need to reach your child urgently during the school day, please call the main office on 020 8363 1095 and staff will relay the message to your child.

Sixth Form

This policy applies specifically to pupils in Years 7 to 11. Sixth Form students are expected to use mobile phones responsibly and only in line with Sixth Form expectations. Sixth Form mobile phone use must never disrupt learning, compromise safeguarding, or undermine the calm and respectful environment of the school.

Sixth Form students must not use mobile phones in a way that normalises phone use for younger pupils. Phones should only be used in designated Sixth Form areas or with staff permission, and misuse may result in sanctions in line with the Behaviour & Relationships Policy and Sixth Form expectations.

Loss, theft or damage

Pupils who bring a permitted basic phone to school do so at their own risk. The school accepts no responsibility for any phones or personal electronic devices that are lost, damaged or stolen on school premises, during school visits or trips, on school transport, or while pupils are travelling to and from school, except where loss or damage results directly from school negligence.

Confiscated devices will be stored securely by the school in a locked cabinet, office or another secure location identified by senior staff. The school will take reasonable care of confiscated devices while they are in its possession.

Lost phones or devices found on the school site should be handed to the school office or pastoral team. The school will take reasonable steps to identify and contact the owner.

Appendix 1.1: Parent request form for approved smartphone exception

This form should be used where a parent/carer requests an exception to the school's mobile phone policy for medical, safeguarding, SEND-related or other exceptional reasons.

Pupil name	
Year group / tutor group	
Parent/carer name(s)	
Reason for request	
Device type	
How the device will be stored	
When and how the device may be used	
Review date	

Agreement

I understand that permission may be withdrawn if the device is misused or if the agreed conditions are not followed.

Parent/carer signature	Date
Authorised by Head of Year	Date
Authorised by SLT	Date

Appendix 1.2: Pupil code of conduct for permitted phones and approved exceptions

This code of conduct applies to pupils who bring a permitted basic phone to school or who have an approved exception allowing them to bring or use a specific device.

- I will not bring a smartphone or prohibited device to school unless I have an approved exception.
- I will not use a phone in lessons, corridors, toilets, changing rooms, break, lunch, form time, detentions, enrichment or clubs unless a member of staff has given specific permission.
- I will not take photographs, videos or audio recordings of pupils, staff, visitors or school activities.
- I will not use a phone to bully, intimidate, harass, threaten or upset anyone.
- I will not use a phone to view, create, send, receive or share harmful, abusive, sexual, violent, discriminatory or illegal content.
- I will not share other people's contact details, images, videos or personal information without consent.
- I will not share my passcode or allow another pupil to use my device.
- I will hand over any phone or device immediately if requested by a member of staff.
- I understand that refusal to hand over a device is a serious breach of the Behaviour & Relationships Policy and will normally result in suspension.
- I understand that mobile phones are not permitted in any internal or external examination or test environment. Bringing a phone into an exam room may result in consequences under examination regulations.

Pupil signature	Date
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