



Mobile Phone Guidance for Schools

Version 1

Implementation Date:	Autumn 2026
Next Review Date:	Annually or as required
Target Audience:	All Staff, Parents/Carers, Pupils
Related Documents/References:	Schools' Behaviour Policy Department for Education (DfE): • Mobile phones in schools: Guidance for schools on prohibiting the use of mobile phones throughout the school day • Behaviour in Schools: Advice for Headteachers and School Staff • Keeping Children Safe in Education

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1. Purpose and Scope

At The Education Alliance we are committed to creating a learning environment where every pupil can thrive without distraction. Our young people are growing up in an increasingly complex world, living their lives on and offline. This presents many exciting opportunities – but also academic, emotional and social challenges. Our goal is to promote a focused and distraction-free learning environment whilst encouraging responsible use of technology.

These guidelines are aligned with guidance issues by **the Department for Education (DfE)**:

- [Mobile phones in schools: Guidance for schools on prohibiting the use of mobile phones throughout the school day](#)
- [Behaviour in Schools: Advice for Headteachers and School Staff](#)
- [Keeping Children Safe in Education](#) (updated at least annually, current version September 2025)

We believe that every pupil deserves the chance to experience a phone-free education and mobile phone pouches provide a simple, secure way of supporting this approach across our schools. This approach provides a balanced solution, ensuring young people retain possession of their phones while minimising distractions during school hours. The pouch helps foster social interaction, improve focus on learning, and reduce stress associated with phone use, all while maintaining communication for families during travel to and from school.

We are committed to providing our pupils with a phone-free environment. Each pupil will be assigned a personal pouch, and they are responsible for bringing it to school daily and keeping it in good working condition. **Phones must be switched off and secured in the pouch upon arrival and remain there until they are due to leave site.** Where necessary, pupils may be directed to place wearable technology in the pouch.

2. Procedure

Pouches must be brought to and from school each day.

Upon arrival, pupils will:

- 1) Unlock their pouch.
- 2) Turn their phone off.
- 3) Place their phone inside their pouch and lock it **in the presence of school staff.**
- 4) Keep the pouched phone with them throughout the school day.

At the end of the day, pupils will:

- 1) Unlock their pouch in designated areas.
- 2) Retrieve their phone.
- 3) Re-close the pouch to protect the locking mechanism from damage.

3. Scenario Guidance

Late Arrivals/Early Dismissals

Pupils arriving late or leaving early will pouch/unpouch their phones when signing in or out.

Forgotten Pouches

The pupil's phone will be collected, placed in a school pouch stored securely until the end of the day. Parents/carers will be contacted, reminded of the procedures and the behaviour policy implemented. If the pouch is repeatedly forgotten, it will be considered as lost and a replacement fee of £15 will be charged.

Lost Pouches

It is each pupil's responsibility to look after their pouch. Lost pouches will incur a replacement fee of £15

Failure to adhere to agreed pouch procedures

The school will endeavour to resolve any issues at the start of the school day, which will include working in partnership with parents. However, any unresolved matters or issues arising during the school day will be dealt with under the Behaviour Policy.

These include, but are not limited to:

- Being in possession of a phone **outside their pouch** following entry procedure
- Using a mobile phone during the school day
- Attempting to open a pouch during the school day

Searches will be conducted, including the use of a security wand, to ensure compliance to the procedures.

Damaged Pouches

Any attempt to tamper with the pouches, including use or possession of high-strength magnets will be treated as a **serious offence**, resulting in a replacement fee of £15 and dealt with under the Behaviour Policy.

If accidental damage occurs, pupils must report it immediately. If damage is discovered during checks and has not been reported, it may be considered **intentional**.

The following provides some examples which may indicate intentional damage:

- Ripped or cut fabric
- Bent or cut pin
- Signs of force to the black locking mechanism
- Pen marks inside the pouch

- Pouch opening without a station
- Scuff marks on the black ball

The pouch should not be used as a replacement for a protective case and/or screen protector on a mobile device.

School Trips and Visits

Pouch procedures will apply on school trips or visits, however it is recognised that there may be occasions where pupils may need access to their mobile device. This will be managed by the trip leader in conjunction with the school EVC (educational visits coordinator).

4. Emergencies and Safeguarding

Communications During the School Day

Parents/carers who need to contact their child during the school day should do so via the **school office**. We will then pass this message onto your child.

Medical Conditions

Pupils who require access to their mobile devices for specific medical purposes will be provided with a medical pouch. This should be used in line with their health care plan.

Emergency Procedures

In an emergency, the priority is for pupils to follow school safety procedures under staff guidance. Unauthorised phone use during such situations may:

- Delay emergency responses
- Spread misinformation
- Put pupils and staff at increased risk
- Disrupt coordinated safeguarding measures

Emergency communications will be managed through the school.