



**THE
HAYLING
COLLEGE**

MOBILE PHONES / ELECTRONIC DEVICES POLICY

Version 2.2 - September 2026

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1. Purpose

The Hayling College is committed to being Happy, Healthy and High Performing. We aim to provide calm, safe and purposeful conditions in which pupils can learn, build positive relationships and take full advantage of school life.

This policy establishes a mobile-phone-free school day. Pupils may bring a phone for their journey to and from College, but they will not normally have access to it during the school day.

This policy has been reviewed having regard to the Department for Education (DfE) statutory guidance Mobile phones in schools, updated 29 June 2026 and expected to be followed from 1 September 2026. The guidance expects pupils not to have access to mobile phones throughout lessons, transitions, breaktimes and lunchtime.

2. Scope and definitions

References to a mobile phone include personal communications and smart technology that the College decides to include because it has substantially similar functionality, including devices capable of sending or receiving calls, messages or notifications, or recording audio or video.

The College may determine how this policy applies to smart watches and emerging technologies. School-owned devices and agreed assistive technology are governed by relevant College policies and individual arrangements.

The policy applies on the College site during the school day. Arrangements for trips, visits, residentials and extra-curricular activities will be set and communicated by the member of staff leading the activity.

3. Rationale

Personal technology is part of modern life and can reassure families when pupils travel independently. The College therefore permits pupils to bring a phone for travel while establishing a clear boundary during the school day.

The policy is intended to minimise distraction and disruption, support positive face-to-face relationships, strengthen safeguarding and create calm, purposeful conditions for teaching and learning. The College does



not claim that a phone-free school day alone resolves wider issues associated with smartphone or social-media use; these require wider digital education, safeguarding and partnership with families.

4. Core expectation: phone-free throughout the school day

Unless an agreed individual exception or reasonable adjustment applies:

- Pupils may bring a mobile phone to College for their journey to and from school.
- At morning tutor time, the phone must be switched off and placed into the tutor group's secure storage system.
- Each tutor group will have its own lockable mobile phone storage box.
- The box will be secured for the school day. Pupils will not normally have access to phones during lessons, transitions, breaktime or lunchtime.
- Phones will be returned during afternoon tutor time at the end of the school day.
- Once returned, phones must remain switched off and out of sight until the pupil has left the College site, unless staff direct otherwise.

5. Identifying phones and smooth collection

All phones brought into College for routine storage must be clearly identifiable. Pupils are required to use a durable label, tag or case insert showing the pupil's full name and tutor group. Families should avoid displaying unnecessary personal information. Staff may check that a device is identifiable before it is accepted into collective storage. Where a label is missing or becomes detached, the College may use a temporary identification method before accepting or returning the device.

Pupils should use a PIN, passcode or biometric security and must not share access credentials. A label identifies the physical device; pupils will not be required to disclose a PIN or password for routine storage or collection.

Pupils must only collect their own device. Any uncertainty about ownership must be referred to staff before a device is released.

6. Hand-in, late arrival and early departure

Morning tutor time: pupils who bring a phone must switch it off and hand it in through the tutor group's agreed routine. Where practicable, staff will make a visible check that the device is switched off and clearly identifiable before it is placed into storage. The box will then be locked and securely stored in accordance with the College's operational procedure.

Late arrival: a pupil arriving after the normal hand-in process must not retain the phone. It must be handed to the designated office or staff point for secure storage and recorded.

Early departure: where a pupil has authorised early leave, office/pastoral staff will arrange for the phone to be retrieved and returned as part of sign-out. Pupils must not independently access a tutor-group box.



7. Contact during the school day

Parents/carers are asked not to call or message pupils directly during the College day. In an urgent or important situation, they should contact the College office/reception so that the pupil can be reached promptly and appropriately.

If a pupil is unwell, upset or needs to go home, they must speak to staff. Pupils must not use a retained or unauthorised phone to arrange collection directly with home, as this can bypass safeguarding, attendance and health-and-safety procedures.

8. Breach of the policy: confiscation and collection

A pupil who deliberately retains a phone rather than following the morning hand-in procedure is in breach of this policy. Where a phone or covered smart device is seen, heard, used or discovered in a pupil's possession during the school day, and no agreed exception applies, the following process will normally be used:

- The pupil will be instructed to hand the device to the member of staff immediately.
- The device will be taken to the Main Office/designated secure storage point as soon as practicable, logged as a confiscated item and stored securely.
- A confiscated phone will be kept separately from the normal tutor-group return process.
- The College will contact the parent/carer and explain the breach and collection arrangements.
- The normal expectation for a first infringement is that a parent/carer, or another responsible adult authorised by the parent/carer, collects the device from the College office. The College may use professional judgement where individual circumstances make this disproportionate.
- The collecting adult may be asked to confirm the pupil's name and tutor group and, where necessary, provide appropriate identification or confirmation of authorisation.
- The device will only be released when staff are satisfied it is being returned to the correct person. Clear phone labelling will assist this process.
- Repeated breaches may lead to further sanctions under the Behaviour Policy and/or a requirement not to bring a phone to College for a defined period, subject to review by an appropriate senior leader.

Refusal to hand over a device will be treated as a failure to follow a reasonable staff instruction and addressed under the Behaviour Policy. Staff will consider proportionality, safeguarding and individual circumstances including SEND.

DfE guidance confirms that schools may confiscate mobile phones as a disciplinary penalty where a policy is clearly breached, provided the sanction is lawful and proportionate.

9. Searching

The Headteacher, and staff authorised by the Headteacher, may exercise statutory searching powers in accordance with current DfE guidance and the College Behaviour Policy. Any search must meet the legal requirements and be carried out with proper regard to safeguarding and the pupil's individual circumstances.



10. Care, secure storage, loss and damage

Where the College requires a phone to be placed into its storage system, the College will take reasonable steps to safeguard the device while it is in its custody. This includes secure storage, controlled access and established hand-in and return procedures.

Parents/carers remain responsible for deciding whether a pupil brings a phone to College. Hampshire County Council does not insure pupils' personal property, including mobile phones. Parents/carers should therefore not assume that loss, theft or damage will be reimbursed through Hampshire County Council's insurance arrangements and may wish to consider their own household or device insurance.

If a device is reported lost, stolen, damaged or returned to the wrong pupil, the College will investigate the circumstances. The fact that a device was in the College's custody does not in itself establish that the College is legally responsible. Any question of liability will depend on the individual circumstances, including whether reasonable care was exercised. Compensation is not automatically available simply because the College had custody of the device.

Any missing, damaged or incorrectly returned device must be reported immediately to the tutor, pastoral team or Main Office so that it can be investigated promptly.

11. Unacceptable use and safeguarding

- Using a device to bully, threaten, harass, humiliate or intimidate another person is unacceptable.
- Taking, sharing or publishing images, audio or video in breach of College rules, privacy expectations or the law is unacceptable.
- Pupils must not use a device to bypass College safeguarding, attendance or health-and-safety procedures.
- Accessing, possessing or sharing harmful, abusive, discriminatory or sexual content may trigger safeguarding and disciplinary procedures.

Where conduct gives cause to suspect that a pupil is suffering, or may be at risk of, harm, staff will follow the Child Protection & Safeguarding Policy and consult the Designated Safeguarding Lead or deputy.

12. Examinations

Mobile phones, watches and other unauthorised electronic or communication devices are subject to the rules of the relevant awarding body and current JCQ regulations. Pupils must follow all instructions issued by the Exams Officer and invigilators. Examination arrangements take precedence over the normal tutor-group storage routine where necessary.



13. Adaptations, exceptions and reasonable adjustments

The College will comply with its legal duties, including the Equality Act 2010 and the duty to make reasonable adjustments for disabled pupils. There may also be other exceptional circumstances where an adaptation is appropriate.

Examples may include a medical condition, disability, assistive-technology requirement or another individually assessed need. Any exception should normally be agreed in advance with an appropriate senior leader and, where relevant, the SENDCo, Designated Safeguarding Lead or medical lead. The arrangement will be recorded and shared with staff who need to know.

14. Staff

Staff are expected to model the College's phone-free culture. Except for urgent, exceptional or legitimate professional purposes, personal mobile phone use should not take place during teaching time, while on duty or in the presence of pupils. Personal devices must not be used to photograph or record pupils for College purposes.

15. Responsibilities

15.1 Pupils

- Follow the morning hand-in and end-of-day collection routine.
- Switch phones off before storage and ensure the device has the required clear name/tutor-group identification.
- Do not retain, access or use a phone during the school day unless an agreed exception applies.
- Follow staff instructions immediately if a device is confiscated.

15.2 Parents/carers

- Support the College's mobile-phone-free expectations.
- Ensure their child understands the storage and collection routine.
- Contact the College rather than the pupil during the school day.
- Tell the College about circumstances that may require an adjustment.
- Collect a confiscated device when requested, or authorise another responsible adult where agreed.

15.3 Staff

- Apply the policy calmly, consistently and proportionately.
- Follow agreed storage, recording and confiscation procedures.
- Protect pupils' privacy and safeguarding.
- Refer repeated breaches or concerns to the appropriate pastoral or senior leader.



16. Monitoring and review

The College will monitor implementation during 2026/27, including patterns of non-compliance, safeguarding issues, operational issues with storage and return, reasonable adjustments and feedback from pupils, staff and parents/carers.

The policy will be reviewed no later than July 2027, or sooner if legislation, statutory guidance, safeguarding requirements, insurance/risk advice or College operational arrangements change.

17. Related policies and guidance

- The Hayling College Behaviour Policy
- The Hayling College Child Protection & Safeguarding Policy
- The Hayling College SEN Policy and Supporting Children with Medical Needs Policy
- The Hayling College Acceptable Use / online safety arrangements
- DfE: Mobile phones in schools (statutory guidance, updated 29 June 2026)
- DfE: Behaviour in schools
- DfE: Searching, screening and confiscation in schools
- Keeping Children Safe in Education
- Equality Act 2010

Research note: the College has considered recent evidence indicating that restrictive school phone policies can reduce school-time access and distraction, while restrictions alone should not be presented as a complete solution to wider wellbeing, attainment or total screen-use issues. The policy therefore sits alongside safeguarding, digital education and work with families.