



NOTTINGHAM GIRLS'
ACADEMY
MOBILE PHONE PROTOCOL

REVIEWED

February 2026 by R Turner-
Ramadan

Next review date

July 2026

Mobile Phone Protocol

Mobile Phones (smartphones and other connected devices)

- Mobile phones (and any other connected devices including earbuds/headphones, tablets and smart glasses) **must not be seen or heard on the school site for any reason.**
- Reasons include (but are not limited to):
 - devices visible in pockets (either poking out or as an outline);
 - checking the time;
 - switching devices off;
 - putting devices on silent;
 - receiving a message or call from a parent, relative or friend;
 - contacting a parent, relative or friend;
 - playing music;
 - completing homework;
 - using them as a calculator;
 - taking photographs or videos;
 - using them as they exit school (pupils must have left the school site before devices are seen or heard);
 - using them before school, during an after-school activity, on a school trip, or during a school event.
- Where it is clear that a smartwatch is connected to a phone, both the phone and smartwatch will be confiscated. Watches of any description are not allowed in public examinations.
- The *school site* means anywhere within the perimeter fence of the school grounds (for pupils this will start/end at the pedestrian entrance/exit or the exit via music).
- If a device is seen or heard for any reason, the pupil will be expected to hand it in for confiscation. They will be asked to switch it off and it will be placed in an envelope, with their name on it, in reception.
- The device will only be returned to a parent or carer for the pupil (as recorded on Arbor).

- Parents and carers will be able to attend school to collect confiscated devices between 8.45am and 4pm each day. Any devices that have not been collected by 4pm will be stored in a safe until the next school day.
- Pupils that usually require their device for public transport home will be lent bus fare on the day of confiscation. Parents or carers will be expected to pay this back when they collect the phone.
- Pupils that refuse to hand in their device will be isolated for the remainder of the day and suspended the following day. Following the suspension, they will be expected to surrender their device each morning on arrival at school and only collect it as they leave school. This will be for an agreed period of time (not usually less than 2 weeks).
- Where other evidence exists that a pupil has used their mobile phone in school (such as a photograph or a video taken with the phone), they will be expected to surrender their device each morning on arrival at school and only collect it as they leave school. This will be for an agreed period of time (not usually less than 2 weeks).

Sixth Form

- Sixth Form students are expected to set an example to our younger pupils.
- They should, therefore, *only* use devices within the Sixth Form common room.
- Sixth Form students must not use their devices in other areas of the school, around the school site, or in lessons.
- By special arrangement, however, Sixth Form students will be allowed to use iPads/tablets in lessons for note taking. This must be agreed by a member of the Sixth Form pastoral team in advance. If the device is found to be used for other purposes or is deemed to be hindering a students' achievement, the arrangement will be revoked.
- Sixth Form students who repeatedly breach these rules will also have their devices confiscated and parents or carers will be contacted to discuss.

Reasonable Adjustments

- A small number of pupils who require a device to support their health, a special educational need, or a temporary issue may be given special dispensation to carry and use their device in specific ways.
- In most cases, the dispensation will require the pupil to use the device in an office, in the presence of an adult.

- This is likely to include diabetic pupils who use a phone to monitor blood sugar levels.
- Dispensation must be given by a member of SLT, the SENDCo, or a member of the pastoral team. Pupils - or parents and carers - must arrange this in advance.
- Pupils given dispensation, who are found to be using their device outside of the granted dispensations, will have their device confiscated in line with this policy and the dispensation will be reviewed.

The Power to Search and Suspected Covert Use

- Headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item as set out in legislation or any item identified in the school rules as an item that may be searched for.
- At Nottingham Girls' Academy this list includes mobile phones and other electronic devices.
- Reasonable grounds for believing a pupil has a prohibited item will include pupils under suspicion of using, or trying to use, a device covertly (under a table or coat, inside a bag, at the toilets, etc). In such an instance, if a device is found, it will be confiscated and only returned to a parent or carer.
- In order to reduce opportunity for covert use, pupils given permission to go to the toilet during a lesson will be expected to leave their coat and bag in the classroom.
- Searches will be conducted by two staff. The search will consist of looking through the pupil's bag(s), the contents therein, and their coat pockets. Pupils will also be asked to empty their shirt and trouser pockets and, in some circumstances, to take off their shoes.
- Pupils that refuse to cooperate with a search will be assumed to have the contraband that led to the reasonable grounds for the search and sanctioned accordingly.
- Reasonable grounds to believe a pupil may have (or have had) a device in their possession, and have used it in contravention of this policy, will include evidence that their phone has been used to take photographs or video footage on the school site at any time in the past. In such an instance, even if the device has not been seen or heard that day, the pupil will be asked to delete all images and video, and the device will be confiscated and only returned to a parent or carer.
- Reasonable grounds to believe a pupil may have (or have had) a device in their possession, and have used it in contravention of this policy, will include evidence

that the pupil has used the phone to contact a parent or carer without seeking suitable support and permission from an appropriate member of staff first. In such an instance, even if the device has not been seen or heard that day, the device will be confiscated and only returned to a parent or carer. The pupil will then be expected to surrender their device each morning on arrival at school and only collect it as they leave school. This will be for an agreed period of time (not usually less than 2 weeks).

Staff

- Our staff code of conduct already makes it clear that staff should not use mobile phones for personal reasons in front of pupils.
- Senior leaders, however, will continue to use mobile phones for communication with colleagues in school, parents, and to access Arbor (for example, whilst on call).

Application of the policy

- Ignorance of this policy and the sanctions therein will not be considered sufficient excuse for breaking the rules.
- Whilst we will endeavour to apply these rules consistently and evenly, there may be occasions that they are breached by a pupil, but this is not identified and they are not sanctioned. This will not constitute sufficient grounds for other pupils to be exempt from the policy.