



North London Grammar School

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Reviewed by	Mrs Lena Dhrona, Deputy Head
Approved by	Mr. Adak, Headteacher
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1. Rationale

This Mobile Phone Policy has been developed with regard to the school's statutory duties under the **Education Act 2002**, the **Education and Inspections Act 2006**, and the **Education Act 2011**. It also reflects the requirements of the **Data Protection Act 2018** and **UK GDPR**, the **Equality Act 2010**, and the school's wider safeguarding responsibilities under the **Children Acts 1989 and 2004** and statutory guidance set out in **Keeping Children Safe in Education (KCSIE)**. Together, these place a duty on the school to safeguard pupils, regulate behaviour, and ensure that the use of mobile phones and electronic devices does not compromise child protection, data security, or equality of access.

North London Grammar School recognises that mobile phones are an integral part of modern life, and that most students now own one. We understand that, for safety reasons, many parents and carers wish their child to carry a phone in order to stay in contact before and after school. For this reason, students are permitted to bring a mobile phone to school; however, once on site, all phones must be securely locked in their Yondr pouch.

We also acknowledge that, for many young people, owning a mobile phone is viewed as an essential part of their social life. When used responsibly and with purpose, smartphones can have great potential to enhance pupils' learning experiences. As a school we strongly encourage our students to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones. As a result the use of mobile phones during school hours is completely forbidden, and students found using their mobile phone during school hours will be dealt with in accordance with the behaviour ladder.

Under Section 94 of the Education and Inspections Act 2006, where a teacher disciplines a pupil by confiscating an item, neither the teacher nor the school will be liable for any loss or damage to that item. Equally, there is no statutory liability on school for items that go missing in other ways. Pupils are reminded that bringing such items into school is done so at their own risk. The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

2. Aims

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones/smartwatches and similar devices.



3. Purpose

- To clarify the school position on mobile phones.
- To ensure that staff, students and parents are fully conversant with the policy and understand the reasons for the policy.
- To support our behaviour management policy, which aims for outstanding behaviour and safety of students across the school.
- To ensure that student welfare and safeguarding incidents associated with mobile phones are minimised.

4. Daily Process

Beginning of the Day

Students must bring their Pouch to school with them each day. Failure to comply will lead to a sanction. Refer to behaviour ladder.

School Entrance Model

As students arrive to school they will:

- 1) Turn their phone off.
- 2) Open their Yondr Pouch by tapping against the Unlocking Base.
- 3) Place their phone/smart watch other devices inside the Pouch and secure them.
- 4) **Store it in their backpack for the day.**

During Registration

All students to place their Yondr pouch on the desk so that the form teacher can check that the phones are locked in the pouch.

Late Starters or Early Leavers

Students arriving late or leaving early will pouch/unpouch their phones at reception.

VIOLATIONS

Pouches will be checked to make sure they have not been damaged deliberately.

Pouch Damage or Lost Pouch

If a student damages or loses their Pouch, we will collect the phone and call home for a **Parent Pickup and a C3 Head of Year Detention will be given.**

Examples of damage:

- Ripped fabric
- Cut
- Torn
- Bent/cut pin
- Signs of force to black button on flap
- Damage to the black ball



- Pouch opens without unlocking station

For all damaged or lost pouches a £25 fee for a replacement Pouch will be charged!

Phone seen during School

If a student is found in possession of a phone outside a Yondr pouch, the phone will be confiscated, and an after school **C3 Head of Year Detention** will be issued by the teacher who confiscates the phone.

Forgotten Pouch

If a student forgets their Pouch, **their phone will be collected by the form tutor and given to reception. They will send a sms home to remind the parent of the policy.** The phone will be returned to the student at dismissal, and a **C3 Head of Year Detention** will be issued by the form teacher. Consequent non adherence will escalate as on the behaviour ladder

Unlocking Stations

If a student is found in possession of a Yondr unlocking station, or a similar strength magnet used to unlock the pouches, this will be considered a serious offence and will lead to a suspension of one day.

Accidental Damage

Parents must notify the school immediately explaining what happened. If any damage is spotted at a pouch check it will be considered intentional unless the student has raised it previously.

5.Roles and responsibilities

5.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Deputy Head is responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

6.Use of Mobile phones by staff

6.1 Staff Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

At North London Grammar School the only time that it's appropriate for a member of staff to have use of their phone during contact time is to use the authenticator app when logging on the schools management information system.



We recommend that staff:

- Inform the students that they are using the authenticator app
- Put their phones away straight after

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number: 0208 205 0052 as a point of emergency contact.

6.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

6.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school mobile phone..

6.4 Work Phones

Where required staff are provided with a mobile phone by the school for work purposes such as for school trips, events etc.

Staff must:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office



6.5 Staff Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

7. Use of Mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

The decision to provide a mobile phone to their children should be made by parents or guardians. It is incumbent upon parents to understand the capabilities of the phone and the potential use/misuse of those capabilities. We strongly encourage parents to install appropriate filtering and monitoring software on any device used by their children.

Parents/guardians are reminded that in case of an emergency, the school office remains the most appropriate point of contact and can ensure your child is reached quickly and sensitively.

If a pupil brings their mobile phone to school it should be switched off and locked at the beginning of the day on their Yondr pouch.. The phone should not be seen, heard or used in the school day.

7.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy. Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Smartwatches are not permitted to be worn at school.

7.2 Exceptions

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact Mr C Hammond, Deputy Head at c.hammond@northlondongrammar.com

- Pupils with diabetes that use their phones to monitor their blood sugar levels

Any pupils who are given permission must use the medical Yondr pouch and adhere to the school's policy and only use it for the time needed for medical purposes.

8. Misuse of Mobile Phones

Parents and pupils should be clear that misuse of mobile phones will not be tolerated.

Examples of misuse include:



- The deliberate engineering of situations where people's reactions are filmed or photographed in order to humiliate, embarrass and intimidate by publishing to a wider audience such as on Snapchat or YouTube.
- Bullying by text, image and email messaging



- The use of a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages). Anyone who has or sends indecent images of someone under the age of 18 is **breaking the law**. Both having and distributing images of this nature is an **offence under the Sexual Offences Act 2003**. Encouraging someone to take or send 'sexts' can also be **illegal**.
- Pupils posting material on social network sites with no thought to the risks to their personal reputation and sometimes with the deliberate intention of causing harm to others.
- Making disrespectful comments, misrepresenting events or making defamatory remarks about teachers or other pupils.
- General disruption to learning caused by pupils accessing phones in lessons.
- Pupils phoning parents immediately following an incident so that the ability of staff to deal with an incident is compromised.
- Photographing or filming staff or other pupils without their knowledge or permission.
- Photographing or filming in toilets, changing rooms and similar areas.
- Using the mobile phone outside school hours to intimidate or upset staff and pupils will be considered a breach of these guidelines in the same way as unacceptable use which takes place in school time.

a. Guidelines and acceptable use (appendix 1)

- Mobile phones must remain **switched off and locked in the Yondr pouches** during school hours. And whilst on the school premises. This includes break and lunchtimes. It is not acceptable for phones merely to be put on silent or pager mode.
- Mobile phones must not be used anywhere on the school premises, including outside, for example, the car parking areas, the multi-use games area (MUGA).
- All mobile phones must be labelled.
- The security of phone will remain the pupil's responsibility in all lessons
- In PE the teacher will collect student Yondr pouches, when pupils go to the changing rooms
- Students can use their phone at the end of the school day/after intervention or after school club in the playground to contact parents.
- Students must not use their phone to listen to music (or call/receive a call) if they are cycling to school. Students should also be mindful of traffic and dangerous situations if using their phone when walking to and from school.
- Students will receive assemblies explaining the mobile phone policy and the policy will be placed on the school website for parents/carers to access.

9.Sanctions

- Any student seen using or seen with their mobile phone during school hours will have their phone confiscated. **Phones must not be seen or heard**. This includes the use of 'Smart' or Apple



watches – the use of these is not allowed as they are effectively mobile phones and will be treated as such.

In each case, the sanction given will be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Any serious misuse will lead to the confiscation of a pupil's mobile phone, communication with parents and imposition of sanctions detailed below, including exclusion from school. If the offence is serious, it will be reported to the police. It is legally recognised that parents are responsible for the phone and any issues resulting from the phone when it is used by a 'minor'.

9.1 Phone Confiscation 1st Incident.

Confiscated phones will be taken to reception by the teacher, where the phone will be secured in the school safe and will be logged by the reception staff.

The incident will be recorded on ISAMS as a C3 (the school behaviour log for monitoring purposes.).

C3 Head of Year detention for 40 minutes after school will be issued

On the **first** confiscation, students will be allowed to collect their phone at the end of the school day from the reception where they will be required to sign their phone out.

If the phone is confiscated after lunch then students can collect the phone at the end of the next school day

9.2 Forgotten Pouch 1st time

The phone will be collected by the form teacher and taken to the reception where the phone will be secured and will be logged by the reception staff.

Reception staff will send a SMS home to remind parents of the policy.

The incident will be recorded by the form teacher on ISAMS as a C3 (the school behaviour log for monitoring purposes.)



C3 Head of Year detention for 40 minutes after school will be issued

9.3 Phone Confiscation 2nd Incident

The phone will be confiscated and taken to reception by the teacher, where the phone will be secured in the school safe and will be logged by the reception staff

The incident will be recorded on ISAMS as a C4 (the school behaviour log for monitoring purposes.)

Parents will be called to collect the mobile phone from school from the Deputy Head

C4 Deputy Head Detention for one hour after school will be issued

Restorative work as appropriate

9.4 Forgotten Pouch 2nd time

The phone will be collected by the form teacher and taken to the reception where the phone will be secured and will be logged by the reception staff.

Reception staff will send a SMS home to remind parents of the policy.

The incident will be recorded by the form teacher on ISAMS as a C4 (the school behaviour log for monitoring purposes.

C4 Deputy Head Detention for one hour after school will be issued

9.5 Phone Confiscation – 3rd Incident

The phone will be confiscated and taken to reception by the teacher, where the phone will be secured in the school safe and will be logged by the reception staff.

Parents will be called into school for a meeting with SLT to further discuss the reasons for this and how the student can be supported. The phone will be given to parents.

The incident will be recorded on ISAMS as a C5 (the school behaviour log for monitoring purposes.)

C5 Senior Deputy Head Detention for two hours after school will be issued

Parent meeting with SLT, phone given to parents and student not permitted to bring the phone to school for one week.

Restorative work as appropriate

9.6 Forgotten Pouch 3rd time

The phone will be collected by the form teacher and taken to the reception where the phone will be secured and will be logged by the reception staff.

Reception staff will send a SMS home to remind parents of the policy.

Parents will be called into school for a meeting with SLT to further discuss the reasons for this and how the student can be supported. The phone will be given to parents.

The incident will be recorded on ISAMS as a C5 (the school behaviour log for monitoring purposes.)

C5 Senior Deputy Head Detention for two hours after school will be issued

Parent meeting with SLT, phone given to parents and student not permitted to bring the phone to school for two weeks.



Restorative work as appropriate

9.7 Forgotten Pouch 4th time/seen using the phone 4th time/ tampering with the pouch

Parent meeting with SLT

C6 1-5 days exclusion followed by Red Report

Possible half term ban from bringing the phone to school.

9.8 Forgotten Pouch 5th time/seen using the phone 5th time/ tampering with the pouch

Parent meeting with SLT

C7 1-5 days exclusion followed by Red Report

Possible term ban from bringing the phone to school.

9.9 Serious Misuse of Phone

When issues with mobile phones exist that involve serious misuse of the phone, transmitting images, cyber bullying etc.; parents will be brought into school and the Malicious Communications Act will be explained to them. This states that parents are responsible for the phone and any issues resulting from the phone when it is used by a 'minor'. This will lead to a C7 sanction and is likely to lead to permanent exclusion.

Where a pupil persistently breaches the expectations, the Head teacher/SLT may impose an **outright**

ban from bringing a mobile phone into school. This may be a fixed period or permanent ban.

The incident will be recorded on ISAMS as a C7 (the school behaviour log for monitoring purposes)

- Student banned to bring phone to school
- Likely to lead to a Permanent Exclusion

10. Examination of mobile phone content

Where it is deemed necessary to examine the contents of a mobile phone this will be done by Members of the Designated Safeguarding Team.

The action will be properly recorded in case it later becomes evidence of criminal activity. The record will include the time, who was present and what is found.

The Head teacher or Designated Safeguarding Team will have the right to view files stored in confiscated equipment and if necessary, seek the cooperation of parents in deleting any files which are in clear breach of these guidelines unless they are being preserved as evidence.

If required, evidence of the offence or suspected offence will be preserved, preferably by confiscation of the device and keeping it secure or by taking photographs of the screen.

The school will consider whether an incident should be reported to the safeguarding board and/or police.

11. Use of mobile phones by parents/carers, volunteers and visitors



Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day. (appendix 2)

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

12.Boarding students

The School understands the importance of access to mobile technology for boarding pupils and the protocols in boarding houses reflect this. However, it is important that boarders observe the safeguards in place and there are additional sanctions for those who do not e.g. confiscation of mobile devices overnight. Please refer to the Boarding School Mobile Phone Policy. Boarding students should keep their phones in boarding during the school day.

13.Monitoring and Review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will consider:

Feedback from parents/carers and pupils

Feedback from staff

Records of behaviour and safeguarding incidents

14.Appendix

Appendix 1 – Agreement for pupils to bring their phone to school



Student Name:	Form
Signature:	Date:

You must obey the following rules if you bring your mobile phone to school:

1. Phones must be switched off and locked in the Yondr pouch
2. You may not use your mobile phone in the toilets/changing rooms or anywhere in the school. This is to protect the privacy and welfare of other pupils.
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's password(s) or access code(s) with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
10. Don't use your phone to view or share pornography or other harmful content.
11. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Appendix 2 – Use of mobile phones by parents/carers, volunteers and visitors

Name	Date
Signature	
<p>I agree to abide by the terms of the mobile phone policy and will adhere to the following whilst onsite at North London Grammar School.</p> <p>I will:</p> <ul style="list-style-type: none">➤ Keep my mobile phone on silent/vibrate while on the school grounds➤ Not use my phone where pupils are present. If you must use your phone, you may go to Reception.➤ Not take photos or recordings of pupils (unless it is your own child), or staff	



- Not use my phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.