

Mobile Phones and Personal Smart Devices Policy

Created by: MH September 2026
Approved by: Governors, September 2026

Next review by: September 2027



1 Introduction

- 1.1 Godolphin and Latymer School is committed to creating an environment that supports learning, wellbeing, positive relationships and healthy engagement with technology. The School recognises that some families find mobile phones and smart devices useful before and after the school day, but unrestricted access during the day can adversely affect concentration, social interaction and wellbeing. To support a focused and connected school community, the School operates a phone-free school day using Yondr pouches.
- 1.2 This policy applies to mobile phones, smartphones, smart wearables such as watches and glasses and any personal smart device capable of communication, messaging, internet access, photography, video recording or similar functionality.

2 Responsibilities

- 2.1 All pupils must comply with the policy as set out here and the Code of Conduct for Pupils' Use of ICT.
- 2.2 The Deputy Head (Pastoral) is responsible for monitoring and reviewing the policy.
- 2.3 All staff are responsible for consistently enforcing this policy, including conducting checks of Yondr pouches where appropriate, addressing breaches promptly and applying sanctions consistently. Staff must also comply with the Code of Conduct for Staff in relation to their own use of mobile phones and personal smart devices.
- 2.4 Staff must not use mobile phones for personal reasons in front of pupils during the school day. A mobile phone or similar device may be used where necessary for a legitimate School-related purpose, such as multi-factor authentication or urgent School communications, or where required for medical needs or a reasonable adjustment. Staff work mobile phones may be used for operational purposes, including taking the register when a lesson takes place outside of the classroom.

3 General

- 3.1 Pupils may bring a phone to school but there is no requirement to do so. All devices remain the responsibility of the pupil. The School accepts no responsibility for loss, theft or damage. Personal smart devices must not be used in a way that compromises learning, wellbeing, safeguarding or the privacy of others while at School or where use outside School has an impact on members of the School community. Pupils must also comply with the Code of Conduct for Pupils' Use of ICT when using personal devices.
- 3.2 Other smart wearables, including watches and smart glasses with communication, internet, photography or recording functionality **are not** permitted at school. Any exception for medical, accessibility or safeguarding reasons must be agreed with the School in advance.
- 3.3 Parents and carers should contact the School Reception if they need to communicate with their child during the school day. Pupils who need to contact home should also request permission from the School Reception and may be given permission to use the school telephone to call home.

4 Use of mobile phones by pupils in Lower and Middle School

- 4.1 Mobile phones, smart phones or any other personal smart device are prohibited from being accessed or used at any time during the school day, including during lessons, between lessons, at break and at lunchtime, unless an exception under this policy applies.
- 4.2 Pupils in Years 7 to 11 must switch off their phone and place it in their lockable Yondr pouch before entering the school site. The pouch must remain locked throughout the school day unless a member of staff authorises access for a specific purpose.
- 4.3 Should a pupil forget or lose their pouch they must report to the School Office on arrival and be issued a spare pouch. They must return the pouch at 4.15pm after the school day has ended. Pupils who report they have forgotten their pouch on arrival will receive a Conduct Concern. Failure to report this will result in a more serious sanction.
- 4.4 If a pouch is permanently lost or damaged beyond use, a replacement pouch will be issued and the pupil's parents will be charged for the replacement.
- 4.5 At the end of the school day pupils can use the unlocking stations to open their pouch as they leave the school. Pupils should store their lockable pouch in the unlocked position in their school bag until the following morning.
- 4.6 If a pupil needs to leave school early (e.g. for illness or an appointment) there is a supervised unlocking station available at Reception when they sign out.

5 Use of mobile phones by pupils in the Sixth Form

- 5.1 Sixth Form pupils are required to use school-issued Velcro Yondr pouches. The School recognises their increasing independence and expects them to model responsible digital behaviour. Phones must remain secured in pouches on arrival at school, during lessons, assemblies, tutorials and other designated times. Phones must remain secured in pouches on arrival at school, during lessons, assemblies, tutorials, and study periods. Pupils will be allowed to check their phones during break time only. The Sixth Form team can give permission to pupils for individual use outside of break time, if applicable.

6 Reasonable Adjustments

- 6.1 Pupils who require access to a phone for medical or accessibility reasons will have appropriate arrangements put in place depending on their individual needs. This may include the use of a Velcro Yondr pouch in place of the lockable pouch. In such instances pupils must only access their phones for the duration of the time it is required and request permission from a member of staff to do so unless in an emergency. Adjustments will be made depending on the needs of the pupil, such as keeping the phone on in the pouch if required. At all other times they must comply with this policy.

7 Educational Visits, Residentials and Fixtures

- 7.1 Mobile phone arrangements on educational visits, residential trips, sports fixtures and other off-site activities will be determined by the Group Leader. Arrangements will reflect safeguarding, welfare and practical considerations and will be communicated to pupils and parents in advance. Pupils may be required to bring their Yondr pouch on educational visits and fixtures.

8 Breaches of the Policy

- 8.1 Examples of breaches include accessing a phone without permission, bringing to school a prohibited wearable device, carrying a second undeclared device, photographing or recording others without permission, tampering with a Yondr pouch, or using technology to harass, intimidate, bully or upset others.

9 Sanctions

- 9.1 Breaches of this policy will be addressed in accordance with the School's Behaviour Policy and Code of Conduct for Pupils' Use of ICT, including search and confiscation of mobile phones or any personal smart device. Responses may include confiscation of a device, behavioural sanctions, parental contact, temporary restrictions on device access, increased monitoring or other appropriate measures. Serious matters involving safeguarding, examinations, inappropriate imagery, bullying or unlawful conduct will be managed under relevant School procedures and may involve external agencies.

10 Review

- 10.1 This policy will be reviewed annually, or more frequently where changes to legislation, safeguarding guidance or School practice require.