The TILIAN PARTNERSHIP *Inspiring to Achieve and Aspiring to Excel*	**Policy Document** Agreed: Jan 26 Review: Annual Date: Jan 27

Tilian Mobile Phone Policy

1. Purpose

To ensure mobile phones do not disrupt teaching, learning, or the safe, positive environment of the school, while recognising the need for appropriate communication and safeguarding.

2. Scope

This policy applies to all pupils, staff, visitors, and parents while on school premises or during school-organised activities.

3. Pupil Use of Mobile Phones

- Pupils are **discouraged from bringing mobile phones to school** unless there is a specific reason agreed by the school (e.g., travel arrangements).
- If a pupil brings a phone, it must be **switched off and handed in to the school office on arrival** and collected at the end of the day.
- Phones must **not be used during lessons, break times, or lunch times**.
- Any misuse (e.g., using phones to disrupt learning, take inappropriate photos/videos, or cyberbullying) will be addressed under the school's behaviour and safeguarding policies.

4. Staff Use of Mobile Phones

- Staff should use mobile phones responsibly and only during non-contact time and in designated areas (as agreed with the Headteacher).
- Phones should be kept out of sight during teaching or supervision duties to maintain professionalism and pupil focus. Out of sight could be stored elsewhere in the school e.g. the staffroom, or in a bag or in a jacket pocket.
- Use of phones for emergency communication is permitted. If staff are likely to receive an urgent call then they should discuss this with the Headteacher and agree how this can be achieved with minimal disruption to school life.

5. Visitors and Parents

- Visitors and parents are requested to keep phones on silent and use them discreetly.
- Visitors and parents should not use phones to take photos or videos on school premises without prior permission.

6. Safeguarding Considerations

- Staff must ensure phones are not used in a way that compromises pupil privacy or safety.

- Any concerns about inappropriate phone use must be reported immediately to the Headteacher or most senior teacher on site.
- The policy supports safeguarding by preventing unauthorised recording and sharing of images or information.

7. Consequences of Policy Breach

- Pupils who breach the policy will have their phone confiscated and returned only to parents.
- Repeated or serious breaches may result in further disciplinary action.
- Staff breaches will be managed according to professional conduct guidelines.

8. Communication and Review

- This policy will be communicated clearly to parents, pupils, and staff at the start of each academic year or when reviewed.
- The policy will be reviewed annually to ensure it remains effective and aligned with best practice and safeguarding requirements.