# MOBILE PHONE POLICY

Current AP arrangements: office storage, lunchtime access and individual adjustments

**EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027 | IMPACT AP**

## 1 | SCOPE AND PURPOSE

Applies to learners attending Impact's current commissioned AP, including post-16 learners. Reduce distraction, protect privacy and maintain safe learning while allowing the agreed lunchtime access. Explain this routine at induction and through placement information. It is not presented as the proposed independent school's final phone policy; review that policy against applicable guidance before school operation.

## 2 | ARRIVAL AND SECURE OFFICE STORAGE

Learners hand phones into the office at the start of their day, switched off or silenced. The receiving adult records the handover and places each device in an individually identifiable, secure location inaccessible to learners and unauthorised visitors. Avoid unnecessary access to personal information. Staff must keep devices safe and report any loss, damage or mistaken handover immediately.

## 3 | LUNCHTIME COLLECTION

Learners may collect their phones from the office during their designated lunch period. Staff record release and explain where use is permitted and when the phone must return. Use must remain respectful and safe: no recording others without permission, bullying, harmful content or disruption. Ordinary lesson transitions and other breaks are not additional phone-access periods.

## 4 | RETURN AFTER LUNCH AND END OF DAY

Phones must be returned to the office before the next session begins. The responsible adult checks returns, follows up missing devices calmly and records any agreed exception. Learners collect their own devices at the end of their attendance, with handover recorded. Plan retrieval for early authorised departure and safe travel; do not leave devices unsecured for self-service collection.

## 5 | POST-16 EXPECTATIONS

The same hand-in, lunchtime and collection routine applies to post-16 learners under current AP arrangements, unless an individual adjustment is agreed. Explain the purpose respectfully and involve older learners in responsible use. Do not assume being 16 or 18 creates an automatic exemption. For the proposed school, consider any sixth-form exceptions separately, with limited times and locations that do not undermine younger pupils' arrangements.

## 6 | SEND AND MEDICAL ADJUSTMENTS

Assess the actual need rather than making a blanket exemption or blanket refusal. A phone may be necessary for communication, disability-related access or medical monitoring such as glucose alerts. Kate agrees a written individual arrangement with the learner and relevant adults or clinicians, stating purpose, access, responsible staff and review. Never remove necessary medical or communication access as a behaviour sanction.

# MOBILE PHONE POLICY

Current AP arrangements: office storage, lunchtime access and individual adjustments

**EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027 | IMPACT AP**

## 7 | OTHER ESSENTIAL CONTACT

Consider individual safeguarding, caring or exceptional family circumstances. Agree the least disruptive safe arrangement rather than requiring unrestricted access. Families needing routine contact should use Impact's office channels and staff will facilitate necessary communication. Do not require a learner to disclose sensitive circumstances publicly or assume all contact needs can wait until lunch.

## 8 | MISUSE, REFUSAL AND LAWFUL HANDLING

Use a calm reminder, accessible explanation and the Behaviour Policy when a device is used outside arrangements or not returned. Consider distress, unmet need and reasonable adjustments. Do not use force or search a person or phone merely because this policy exists; follow the Search and Confiscation Policy and establish lawful authority. No browsing messages or demanding passwords as a routine hand-in condition.

## 9 | SMART DEVICES, STAFF AND VISITS

Apply equivalent controls to personally owned internet-enabled watches or similar devices where they undermine the routine, while preserving agreed medical functions. Staff model appropriate use and use authorised work devices for duties. Visits may need a different documented arrangement for safety and independence; explain it before departure. Phones or messaging groups alone never provide adequate supervision.

## 10 | ONLINE CONCERNS AND SCHOOL TRANSITION

Report online harm through safeguarding procedures and allow supported access where needed to show a concern safely. Preserve evidence lawfully without circulating illegal imagery. DfE school guidance expects devices away throughout the day, including lunch, subject to justified adjustments and limited sixth-form arrangements. Review and document the school approach separately; this AP lunchtime rule is not a declaration of compliance with that school expectation.

## 11 | POLICY CONTROL AND REVIEW

Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Scheduled review: September 2027, or sooner after relevant changes, incidents or feedback. Record actual governance approval and implementation decisions and brief staff on their duties. These policy dates do not assert that approval, staff training or operational checks have already occurred. Use the Complaints or independent reporting route for concerns about implementation.

## 12 | SOURCES AND RELATED DOCUMENTS

DfE: Mobile phones in schools, updated June 2026; Equality Act 2010; Impact Behaviour, SEND, healthcare and Online Safety policies.

gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools

Check current versions and apply according to Impact's legal and commissioning status.