



Aldridge Education Mobile Phone and Smart Devices Policy 2026

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ALDRIDGE
EDUCATION

Document Control

Document Control Table	
Status:	☒ Approved ☐ Awaiting Approval ☐ Draft
Version no:	1.0
Date Approved:	1 st July 2026
Approval Required By:	Board
Frequency of revision:	1yr
Next review date:	1 st July 2027
Date Localised Policy adopted by Academy	TBC
Policy family:	Education and Inclusion
Policy owner:	COO / Principal

Version History & Action (please note below if a policy has been replaced)			
Version	Reviewer	Revision Date	Nature of Activity and Changes made
0.1	COO	May 2026	Initial draft created
1.0	COO	July 2026	Approve Trust policy

Published Locations			
Trust Website	Academy Website	Aldridge Intranet	On-request
✓	✓	✓	✓

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1. Introduction and Purpose

- 1.1 The Department for Education expects schools to implement a policy whereby learners do not have access to their mobile phone throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime.
- 1.2 On this basis Duke's Aldridge Academy prohibits the use of mobile phones other than where there is an agreed medical need (section 5). Mobile phones must not be used by learners during the school day.
- 1.3 This policy sets out the details of Duke's Aldridge Academy's approach to implementing this ban on personal mobile phones and other smart devices. It explains why mobile phones are not permitted for learners during the school day (other than a small number of exceptions, for example for medical needs) and how this approach helps to keep learners safe, focused and ready to learn.
- 1.4 The Department for Education (DfE) is clear that mobile phones should be banned in schools, including during lessons, break times and lunchtime. Evidence shows that mobile phone use in school can distract from learning, reduce concentration, and increase the risk of bullying, online abuse and the misuse of

social media. Schools also have a legal duty to safeguard learners and promote their wellbeing.

- 1.5 This policy is required to support a calm, orderly learning environment in which learners can focus fully on their education, build positive relationships, and take part confidently in school life without distraction from mobile technology. It also helps protect learners from the risks linked to unsupervised access to the internet, cameras and messaging during the school day.

- 1.6 The aims of this policy are to:

support high standards of learning and behaviour

protect learners' wellbeing and safety

reduce distractions and prevent the misuse of technology

ensure clear and consistent expectations for learners, staff and families

- 1.7 By setting clear boundaries around mobile phone use, the school seeks to ensure that the school day remains focused on learning, social interaction and personal development, free from unnecessary digital distraction.

2. Scope, Definitions, Regulation and Linked Policies

Scope

- 2.1 This policy applies to all learners. For the purposes of this policy, the school day is defined as starting at 8:38, finishing at 3:20 (4:20 when including afterschool activities) and includes tutor time, lessons, lessons transitions, break and lunch times and enrichment activities.
- 2.2 This policy applies on school premises and during all school-organised activities unless explicitly confirmed otherwise.
- 2.3 Whilst this policy is focussed specifically on the implementation of a mobile phone ban for learners, all colleagues are expected to support the implementation of this and associated policies, including any actions related to their role. In order to support the implementation and upholding of this policy, staff should not use their mobile phone for personal reasons in front of learners throughout the school day. It is recognised that phones are required to be used for some work-related purposes which are unaffected by this policy.

Definitions

- 2.4 For the purposes of this policy, mobile phones refers to any personal mobile phone or other

smart devices with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video). This includes but is not limited to smart watches, smart glasses and tablets. In addition, this definition includes peripheral devices such as headphones. All reference to mobile phones in this policy covers all of the above items.

- 2.5 For the purposes of this policy, staff includes employees, agency staff, and volunteers. Contractors will be asked to abide by this policy.

Regulation and Linked Policies

- 2.6 This policy is developed in line with the DfE's statutory guidance on mobile phones in schools which schools are required to follow from 1st September 2026. This policy also take account of the DfE's 'behaviour in schools' guidance. This policy also takes account of Keeping Children Safe in Education (KCSIE) which specifically links unrestricted mobile data access to sexual harassment, non-consensual image-sharing and exposure to harmful content on site.
- 2.7 Linked Aldridge Education policies

Safeguarding and Child Protection

3. Roles and Responsibilities

Learners

- 3.1 All learners should play an active role in following this mobile phone policy. By bringing a mobile phone to school, learners agree to follow these responsibilities:

Compliance with Policy: Learners must follow the rules of this policy at all times, including during lessons, breaktimes, and any school-related activities on or off site and avoid disrupting learning, teaching or the wellbeing of others.

Security and Care: Learners are responsible for the safety and security of their own devices whilst they remain in the care of the learner. The school accepts no responsibility for loss, theft, or damage whilst in learner care. Phones that have been confiscated are the responsibility of the setting.

Honesty and Cooperation: Learners must hand over their device immediately when requested by a member of staff in line with this policy and must not attempt to hide or misuse devices.

Digital Responsibility: Learners should use mobile technology in a safe, responsible, and lawful manner, in accordance with the school's behaviour and safeguarding expectations.

- 3.2 Failure to meet these responsibilities may result in sanctions in line with the Duke's Aldridge Academy's behaviour policy.

Parents and Carers

- 3.3 Parents and carers play an important role in supporting this mobile phone policy by making sure their child understands and follows the expectations regarding mobile phone use. They should reinforce appropriate and responsible behaviour at home, including respectful communication and online safety.
- 3.4 Parents should not contact learners directly on their mobile phones during the school day, instead using the contact arrangements provided in this policy. Parents/carers are also expected to make informed decisions about whether

their child brings a device to school, support the school's sanctions where the policy is not followed, and promote safe, responsible, and age-appropriate use of mobile technology beyond the school environment.

Principal and Senior Leadership Team

- 3.5 The Principal and Senior Leadership Team (SLT) are responsible for ensuring the clear implementation, monitoring, and review of Duke's Aldridge Academy's mobile phone policy that prioritises safeguarding, wellbeing, and an orderly learning environment.
- 3.6 The is responsible for ensuring that all staff, learners, and parents/carers are fully informed of the rationale for this policy and expectations. The SLT should provide guidance and training to staff on applying the policy fairly and consistently, oversee the management of any breaches, and ensure that appropriate sanctions are in place and aligned with Duke's Aldridge Academy's behaviour policy.
- 3.7 The Principal is responsible for regularly reviewing the effectiveness of the policy, taking into account feedback, and updating localised elements or passing on feedback to Aldridge Education regarding the template policy.

SENDCO

- 3.8 The SENDCO is responsible for agreeing exemptions to this policy on medical grounds, identifying from existing information those learners who should automatically receive an exemption and reviewing request for exemption made by parents or carers.
- 3.9 The SENDCO should ensure these decisions are recorded in Bromcom so that the correct pouches can be issued and managed. They should ensure learners understand the arrangements for use of their medical pouch.

All staff

- 3.10 All staff are responsible for ensuring that pupils use mobile phones safely and in line with this policy. They must enforce the procedures consistently, report any misuse or safeguarding concerns promptly, and support learners in understanding expectations around responsible digital behaviour.
- 3.11 In line with paragraph 2.3, staff should not use their mobile phone for personal reasons in front of learners throughout the school day and ensure that their own use of mobile phones does not interfere with their professional duties or compromise safeguarding, confidentiality, or the learning environment.

Trustees and Local Governors

- 3.12 Trustees are responsible for setting and approving the Trust-wide mobile phone policy, ensuring it complies with legal requirements and reflects the Trust's safeguarding, behaviour, and digital safety expectations, as well as monitoring its overall effectiveness.
- 3.13 Local governors are responsible for overseeing how the policy is implemented in their individual settings, ensuring it is applied consistently, reflects the needs of the school community, and that leaders report on compliance and any issues arising, while supporting effective review and communication with parents, staff, and learners.

4. Procedures and Implementation

- 4.1 Duke's Aldridge Academy recognises that learners may own a mobile phone and may require access to it during the journey to or from school and it is not therefore practical to ban mobile phones being allowed on site at all.
- 4.2 All learners will be provided with a locking mobile phone pouch on the first day of term, or when they join the school, which they will be required to use to securely store their phone in during the day. Student's phones are locked into pouches at the school gate each morning and all students will be expected to take care of these throughout the school day. Students should place their pouches in their bags.
- 4.3 Full details of the procedures for use of the pouches including locking and unlocking at Duke's Aldridge Academy are included at Appendix 1.
- 4.4 These procedures will be explained to all learners at the implementation of this policy and as part of induction for any new joiners as they join Duke's Aldridge Academy.

Medical or other Variations

- 4.5 There are some circumstances in which a learner will require access to their mobile phone for medical reasons, for example to check blood sugar and insulin levels. Duke's Aldridge Academy has identified learners for whom they expect this access and their parents/carers will be contacted directly. Any parent/carer who has not received contact and believes their learner should have access to their mobile phone for medical or other reasons is requested to get in touch via the Vice Principal Mr Morrow or Assistant Principal Mr Panagi.
- 4.6 Any additional requests for access to mobile phones for medical reasons will be considered by SLT and a decision made as to whether this is authorised. All approvals will be reviewed on an annual basis or on any other relevant change in circumstances.

- 4.7 Where a learner has been given permission by the SENDCo to use their phone for medical purposes, they will be given a Medical Pouch which is secured by velcro, rather than locked, enabling the learner to access their phone when needed for medical reasons.
- 4.8 Learners with a Medical Pouch are expected to only use their phone for medical reasons, and any identified use of the phone beyond this will be subject to sanctions in line with this and the behaviour policy without compromising safety and health.

Contacting Parents During the School Day

- 4.9 The school recognises that occasionally learners may need to contact their parents or carers during the school day.
- 4.10 Learners must not use personal mobile phones or smart devices to contact parents or carers during the school day. If a learner needs to make contact, this must be done through the Duke's Aldridge Academy's established procedures.
- 4.11 Where contact is required, the learner should speak to their Year Lead or a member of SLT. This may include making a phone call on the learner's behalf or providing supervised access to a school telephone.
- 4.12 Parents and carers who need to contact a learner during the school day should do so by telephoning or emailing their child's Year Lead. Messages will be passed to learners only where necessary and at an appropriate time, so as to minimise disruption to lessons and learning activities.
- 4.13 These arrangements ensure that communication is managed safely, consistently and appropriately, while supporting the school's duty of care and safeguarding responsibilities

Learners who need to leave during the school day

- 4.14 In line with existing procedures, where a learner needs to leave during the school day, parents and carers should arrange to pick up their child in advance. If a learner needs to be picked up unexpectedly, parents and carers should call the attendance line . Pouches will be unlocked as the student leaves site via the Main Reception. Students will need to re-lock their phone at the Main Reception upon returning to site e.g. after a medical or dental appointment..

Confiscations and Sanctions

- 4.15 Response to use of mobile phones out of alignment with this policy will be managed in line with Duke's Aldridge Academy's behaviour policy.

- 4.16 There are clear sanctions in place for learners who break these roles. Sanctions for any breach, such as a learner found in possession of a mobile phone outside of a pouch or a heard from inside a pouch during the school day or deliberate damage to a pouch, will include:

Immediate confiscation of mobile phone;

Confiscation of mobile phone logged on a centralised spreadsheet;

For first instance, learner will be able to collect their phone from their Year Lead after 5 school days. If there is a second instance the confiscation will be 10 days and parents will be required to collect the phone. If there is a third instance the phone will be confiscated until the end of the term and only parents will be able to collect the phone.

For any subsequent confiscation, parent/carer will be contacted and asked to attend Duke's Aldridge Academy to collect the mobile phone and meet with the Year Lead with the Vice Principal

Ongoing failure to follow the policy will result in escalation in line with the behaviour policy.

- 4.17 The pouches are very robust, but if a learner damages the pouch, parents and carers will be required to purchase a replacement pouch. Examples of pouch damage include ripped or cut fabric, bent or cut pin, burning the pouch, signs of force to the button or flap, damage to any operational element of the pouch.
- 4.18 If a learner loses their pouch parents will be required to purchase a replacement pouch. This can be purchased from the school at the cost of £20.
- 4.19 If a replacement pouch is not provided, then the child will remain in the Reflection Room until this has been rectified.
- 4.20 During the final phase of implementation, if a learner forgets their pouch their phone will be confiscated and a sanction will be issued. If they forget for a second time their phone will be confiscated and will have to be collected by a parent after a meeting with the Year Lead and Vice Principal.
- 4.21 If a learner is found in possession of an unlocking magnet, or similar strength magnet, it will be considered a serious offence and could result in a severe sanction such as a fixed term exclusion.
- 4.22 If a pouch has a fault, the learner should notify their Year Lead or SLT immediately, explaining what the fault is. If any damage is identified as pouch check, it will be considered intentional unless the learner has raised it previously. If the reported fault is due to manufacturer error, Duke's Aldridge Academy will replace the pouch.

- 4.23 Pouch checks will be conducted regularly by SLT using a mobile unlocking station or device to ensure that learners are adhering to the mobile phone policy and that pouches have not been damaged.
- 4.24 Duke's Aldridge Academy's behaviour policy sets out the approach to searches.

5. Monitoring and Review

- 5.1 The mobile phone policy will be monitored by Aldridge Education Duke's Aldridge Academy leaders to ensure it is followed consistently and remains effective. Any issues or concerns, including breaches of the policy or complaints raised, will be recorded to support this monitoring.
- 5.2 The policy will be reviewed at least annually, or sooner if needed, to make sure it reflects current guidance, supports learners' safety and learning, and meets the needs of the setting community.

6. Appendix 1 – Operating Procedure

Process for operating pouches

There are 3 phases of implementation at Duke's Aldridge Academy:



Phase 1 – Compliance



Phase 2 – Building Trust



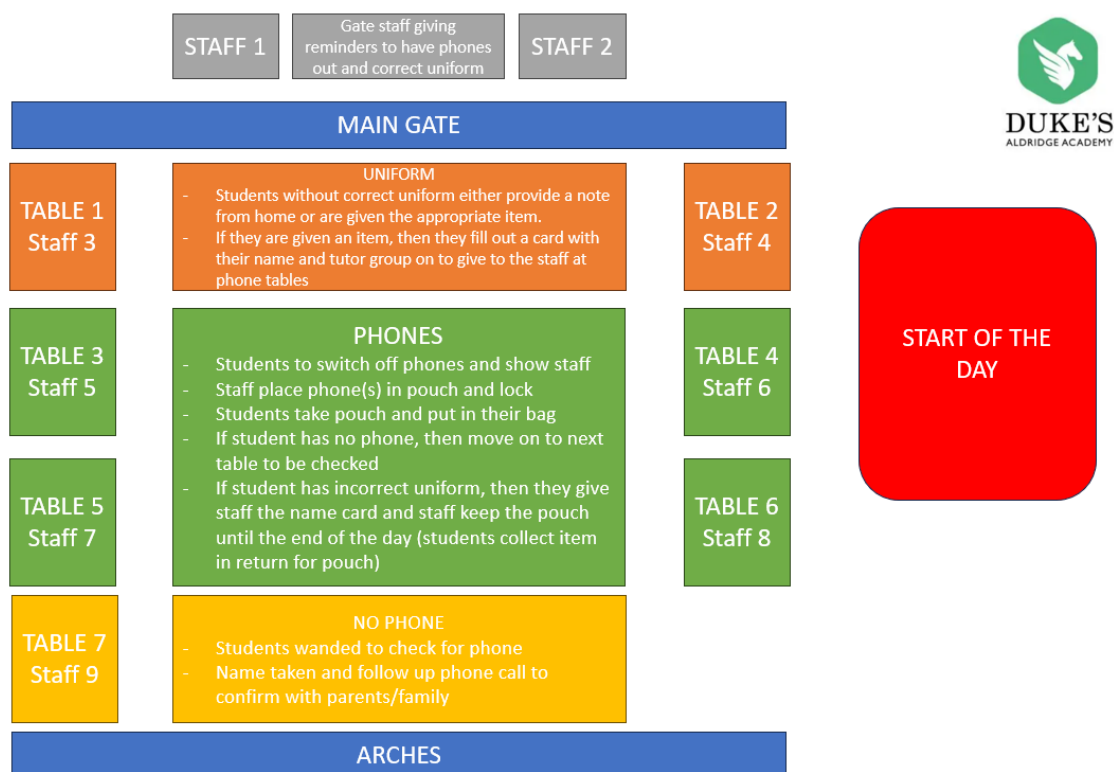
Phase 3 – Self Management

Phase 1: Compliance. This is adult centred where staff members will check that phones are off and lock each pouch at the beginning of the day. At the end of the day students will hand a member of staff their phone who will unlock the pouch, check the pouch and return the phone to the student

Phase 2: Building Trust. This is child centred where staff members will supervise students turning off their phone and locking it into a pouch. At the end of the day staff members will supervise students unlocking their phones.

Phase 3: Self Management in this phase students will be given an individual pouch that they will take full responsibility for and bring into school each day.

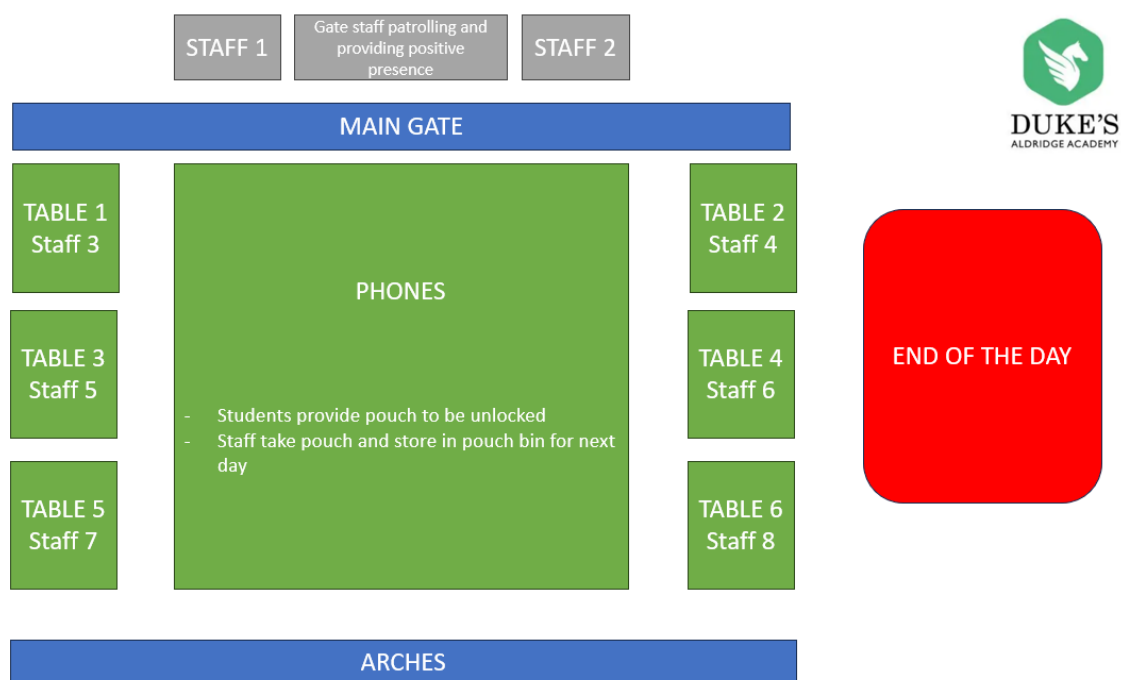
The diagram below demonstrates the process that a student will go through during Phase 1:



- On entering the gate students will ensure that their uniform is checked.
- Students then ensure that their phones will be switched off
- A member of staff checks this and the phone is placed in the pouch;
- The student then takes the locked phone pouch and places it in their bag.
- SLT and Year Leads can perform spot checks;
- Students will keep their pouches (with their phone locked inside) with them throughout the school day;

At the end of the school day (See the diagram below)

- Students will queue in an orderly manner and a member of staff will unlock their phone giving the phone back to the student and the pouch remains on site.
- If a student has an intervention, enrichment or detention then they will not be able to unlock their phone until after this.



FAQ For Parents and Carers

How will the system work?

- Each student will be issued a Yondr pouch at the start of each day at the gate
- At the gate, all students will switch off their mobile phones and lock them inside their Yondr pouch under the supervision of staff on duty.
- The pouch and phone remain in the student's possession during the school day but are not accessible until the end of the school day.
- At the end of the day, students will unlock their pouches at designated unlocking stations and regain access to their phone before leaving the school site.

Key Expectations

- Phones must be off and locked in pouches before they enter school site.
- The pouch must not be tampered with or opened during the school day.
- Students arriving late will receive a pouch to lock their phone away by staff
- We expect students to comply with this policy and will receive rewards in line with our Rewards Policy
- Persistent failure to bring a pouch or follow routines will result in escalating sanctions in line with the Behaviour Policy.

Lost or Damaged Pouches

- Lost or damaged pouches will be replaced at a cost of **£20**.
- Accidental damage may be covered at no cost; however, deliberate damage will result in a charge and a red line sanction.

- Pouches must be locked before being placed in bags to protect the phone and pouch allowing students to access learning without distractions.

What happens if a student leaves their phone turned on in a pouch and somebody rings it?

- The phone will ring as pouches do not block the signal.
- That student has failed to follow the instructions at the start of the day (which included the instruction to switch their phone off). Their pouch and phone are confiscated and handed into main reception and can be collected at the end of the day.
- That student will receive a sanction in line with our Behaviour Policy

What happens if a student forgets to unlock their phone at the end of the school day and goes home unable to access their phone for a night, weekend, or school holiday?

- This is comparable to a student forgetting their phone on school site
- In the same way that it is usually possible to arrange to come on-site outside normal hours to retrieve a forgotten item, so to it will be possible to arrange to come on-site to access an unlocking station. Students and parents must be aware that this may take more than 24 hours to organise.
- That student will not be able to access their phone during that period of time.

What happens if students arrive at School early for breakfast club?

- They will bring their phone and staff will be available to support at designated locking stations as the gate is supervised by staff from 8.00am.

What happens if a student must leave School early for sickness, an appointment, or other reasons?

- Students can request that their phone be unlocked when signing out, as they already must, at main reception- they will have an unlocking device to avoid delay.

What happens if a student arrives at School after Registration, for example, after an early

appointment?

- That student will lock their phone in a pouch on arrival to school site when signing in, as they already must register on arrival with attendance.

How do you prevent students from accessing the unlocking stations during the day?

- Unlocking stations consist of a lockbox containing the unlocking device so that they are only available at the appropriate time of day

Additional Information

- Students who do not have a phone must have this confirmed in writing by a parent/carer.
- Unlocking stations will be supervised and distributed across key school exits to manage flow.
- Students needing to unlock their phone during the school day (for medical appointments or early dismissal) may do so at reception.
- Students returning late or arriving after registration must lock their phone at reception upon arrival- supervised by staff.

Communication

- If you need to contact your child during the school day, please contact the school reception. Should your child need to contact you, they will do so via reception or a member of staff in case of an emergency.