



Mobile Phone Pouch Procedure

Policy title	Mobile Phone Pouch Procedure
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Distribution: • Essential Reading for: Information for:	All staff Parents & other stakeholders

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1. Rationale

The use of phone pouches forms part of our whole-school approach to behaviour, safeguarding and learning. The procedure is designed to:

- **Maximise learning time** by removing distractions caused by mobile devices
- **Improve behaviour and social interaction**, particularly during unstructured times
- **Protect students' wellbeing**, reducing anxiety linked to constant digital access
- **Enhance safeguarding**, including reducing the risk of cyberbullying, inappropriate recording and exposure to harmful content
- **Ensure consistency** in line with current inspection and DFE expectations regarding mobile phone use in schools.

This system allows students to **retain possession of their phone while ensuring it is inaccessible throughout the school day.**

2. Expectations

- All students **must bring their allocated phone pouch to school every day**
- Phones must be **placed in the pouch and locked as they enter the school gate.**
- The pouch must remain **locked, in the student's possession at all times and in their bags**
- Pouches must **only be opened at authorised unlocking stations at the end of the day as the student exits the school site.**
- If a child extends their school day through extra-curricular activities the phone pouch is to remain locked until they exit the school gate.
- Smart devices (including tablets, watches and glasses) are not allowed in school.

Form tutors will **check compliance daily during registration.**

3. Procedures

Morning Routine

- Students place their phone (turned off) into the pouch as they enter the school gate.
- If there is any issue/damage with the phone pouch the tutor must be notified immediately.
- Tutors visually confirm the pouch is locked before marking the register.
- Should a pupil arrive with no

During the School Day

- Pouches must remain locked and in bags at all times

- Phones must not be visible or used
- Any attempt to bypass the system will be treated as a serious breach

End of Day

- Students unlock pouches using the authorised stations before leaving the school site

4. Sanctions Framework

A clear, staged approach ensures fairness, consistency and deterrence.

A. Failure to Bring a Phone Pouch

Occurrence	Sanction
Any instance	Phone handed in to reception for the day + behaviour point

(Where no pouch is brought, students must surrender their phone for the day, as per system design)

B. Failure to Place Phone in Pouch / Phone Use

Occurrence	Sanction
First instance	Phone confiscated for the day (To be collected by parents) + 3 hours in Expectations Room
Second or repeated instances	Phone confiscated for the day (To be collected by parents) + Suspension as Serious Misbehaviour

C. Damage to Phone Pouch

Type of Issue	Sanction
Accidental minor damage	Replacement issued, cost may be charged if appropriate
Deliberate damage	Full cost of replacement + behaviour sanction
Tampering or attempt to break open pouch	Serious behaviour sanction (suspension)

D. Tampering / Attempting to Circumvent System

This includes:

- Breaking seams or magnets
- Using a second phone
- Carrying a dummy device
- Interfering with locking mechanism

Sanction:

- Immediate confiscation

- Serious behaviour log
- Escalation Expectations Room or suspension
- Parent contact

E. Lost or Missing Pouch

- Students must report immediately to Tutor
- Phone will be surrendered for the day
- Replacement cost may be charged

5. Safeguarding and Behaviour Expectations

Failure to follow the phone pouch procedure is considered:

- A behaviour concern (failure to follow instructions)
- A safeguarding concern (risk of misuse of technology)

As such, repeated or deliberate breaches will be escalated in line with the school's behaviour policy.

6. Key Principles for Staff

- Consistency is critical – all staff must uphold the procedure
- No negotiation at point of issue – follow sanctions calmly and clearly
- Record all breaches on the behaviour system
- Escalate promptly where patterns emerge