



Mobile Phone Pouch Procedure

Policy Title	Mobile Phone Pouch Procedure
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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 Department for Education (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 during tutor time**.
- 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**.
- 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 must place their phone (switched off) into the pouch during tutor time.
- Any issue or damage to the phone pouch must be reported to the tutor immediately.
- Tutors visually confirm that the pouch is locked before marking the register.

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 open pouches using the designated unlocking stations before leaving 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

NOTE: 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/carers) + 3 hours in Expectations Room
Second or repeated instances	Phone confiscated for the day (to be collected by parents/carers) + suspension as this is a 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 the 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 to Expectations Room (ER) 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