

MOBILE PHONE POLICY

Date of policy review:	August 2026
Date for Review:	January 2027
Lead for Review:	SLT

Purpose and Principles

Guildhouse School recognises that mobile phones and personal digital devices are an established part of modern life and can play a positive role in communication, organisation, and wellbeing. This policy sets out a balanced and proportionate approach that supports learning, safeguards students, and promotes responsible digital citizenship. The school's approach to mobile phone use is founded upon safeguarding, wellbeing, positive behaviour, and the creation of a distraction-free learning environment. Expectations are applied consistently whilst maintaining a supportive and proportionate response to individual circumstances. Guildhouse School operates as a mobile phone-free environment during the school day, while recognising that limited exceptions may be required for safeguarding, welfare, medical, boarding, and operational reasons.

Scope

This policy applies to all students and to all personal mobile devices brought onto the school site, including smartphones, smartwatches with communication functions, and other internet-enabled devices. Smartwatches capable of communication, messaging, photography or internet access are subject to the same restrictions as mobile phones.

General Expectations

Students are expected to use mobile phones responsibly, respectfully, and in line with the school's values. At all times, mobile phone use must not compromise safeguarding and student welfare, teaching and learning, respect for others' privacy, or the calm and orderly running of the school. The misuse of mobile phones, including filming, photographing, or sharing content without consent, is not acceptable and may be treated as a safeguarding or behavioural matter. The school day is defined as 08:45 to 16:30. This policy applies in full throughout this period and to all lessons outside of this timeframe.

Students under the age of 16

Students under the age of 16 may bring a mobile phone to school for travel and safety purposes where parents deem this necessary. However, mobile phones must remain switched off and securely stored throughout the school day. Students under 16 must not access or use their mobile phones at any point during the school day.

Students aged 16 and over

Mobile phones must not be used during:

- lessons;
- movement between lessons;
- breaktimes;
- lunchtime;
- assemblies;
- tutorials;
- supervised study periods;
- enrichment activities.

Year 12 and Year 13 students may only use mobile phones during timetabled free periods except 13:00-14:00 and only within the following designated area:

- The Bloomsbury Room 43/1.01;

Phone use outside of this location or outside free periods is not permitted.

Use of REACH Sign-In and Sign-Out

Students may use their mobile phones immediately before the entrance barriers solely for the purpose of signing in to or signing out of the school using the REACH system. Once sign-in or sign-out has been completed, phones must be switched off or silenced, stored securely and kept out of sight in accordance with this policy.

Use of Phones During Lessons

Mobile phones are not permitted during lessons, including timetabled teaching sessions, cover lessons, supervised study periods, and assessments or examinations.

During lessons, phones must be switched off or on silent and kept out of sight or collected and stored at the front of the class as directed by the member of staff. There are no occasions where a member of staff may authorise their use for any educational purpose.

Use of Phones Outside Lessons

Guildhouse School operates in a mobile phone-free environment throughout the school day. Students under the age of 16 must not access or use mobile phones during the school day. Year 12 and Year 13 students may only use mobile phones during timetabled free periods and only within the designated area.

Mobile phone use is not permitted during:

- breaktimes;
- lunchtime;
- movement around the school site;
- assemblies;
- tutor periods;
- supervised study;
- enrichment activities.

Phones must never be used in:

- toilets;
- changing facilities;
- medical rooms;
- any area where recording or photography may compromise the dignity, privacy or safety of others.

Phones must not be used to photograph, film, record or share images of another person without consent and authorisation where appropriate. Breaches may be treated as safeguarding matters.

Students who are directed to attend a meeting, tutorial, intervention, supervised study session or other organised activity during a free period are not permitted to use mobile phones during that time.

Safeguarding and Online Safety

The school recognises that mobile phone use is closely linked to online safety. Students are taught how to use technology safely and responsibly through the curriculum and pastoral provision.

Any concerns relating to online bullying, inappropriate content, image sharing, or harmful online behaviour will be addressed in line with the school's safeguarding and behaviour

procedures.

The misuse of mobile phones may constitute a safeguarding concern where it involves cyberbullying, online harassment, unauthorised photography or recording, sharing of images, inappropriate communication, disclosure of personal information, or behaviour that places a child at risk. Concerns will be referred to the Designated Safeguarding Lead and managed in accordance with the Safeguarding and Child Protection Policy and Student Behaviour Policy, and other relevant policies.

All devices used within the school network must be connected via the school's Securely protocols that allows the school to monitor and support online use.

Staff Responsibilities

Staff are expected to model the school's expectations regarding mobile phone use and support the maintenance of a mobile phone-free environment.

Personal mobile phones should not be used in classrooms whilst students are present except in an emergency.

Staff should not use personal mobile phones in communal spaces where students are present, including:

- corridors;
- canteen;
- reception area;
- communal spaces;

Staff should use school communication systems and comply with the Staff Code of Conduct and Safeguarding and Child Protection Policy. Staff must not use personal mobile phones to photograph, record, communicate with, or otherwise engage with students except in accordance with school policies and authorised school procedures.

Boarding Arrangements

As an international boarding school, Guildhouse School recognises that mobile devices play an important role in enabling students to maintain contact with parents, guardians, host families and relatives who may live in different countries and time zones.

During the school day all students remain subject to the restrictions contained within this policy.

Outside the school day, additional guidance applies to support student wellbeing, healthy sleep routines, safeguarding and privacy.

Expectations regarding phone use in boarding accommodation, including evening and overnight arrangements, are set out in the Boarding Handbook and communicated clearly to students and parents.

In exceptional situations involving:

- family emergencies;
- safeguarding concerns;
- welfare matters;
- travel arrangements;
- urgent communication with parents, guardians, host families or agents overseas;

staff may authorise students to access their phones in order to communicate with home.

The school remains committed to supporting students in developing self-regulation, independence and responsible use of technology. The school is happy to support parent and student requests for storage of devices where it is felt temptation is too strong and device use is detrimental to health and wellbeing.

Exceptions

The school recognises given the international student cohort that there may be circumstances where access to a mobile phone is necessary.

Reasonable adjustments may be made for:

- medical conditions;
- disabilities;
- safeguarding reasons;
- welfare concerns;
- family emergencies;
- travel requirements;
- urgent communication with parents, guardians, host families or agents overseas;
- other exceptional circumstances.

Any exception must be authorised by a member of the Senior Leadership Team or another authorised member of staff.

Any authorised use should be limited to that which is necessary for the specific purpose and duration required.

Sanctions and Support

Breaches of this policy will be managed proportionately and in line with the Behaviour Policy. Sanctions may include temporary confiscation of a device or restricted use. Confiscated devices will be returned in accordance with the other relevant policies and associated procedures.

Where concerns arise regarding excessive use, dependency, or online harm, the school will adopt a supportive and pastoral approach, working with students and parents as appropriate.

Responsibility and Review

All staff are responsible for the consistent application of this policy. Students are expected to understand and follow the expectations set out above.

This policy is reviewed regularly to ensure it remains appropriate, effective, and aligned with safeguarding and wellbeing priorities as well as government directives and guidance.

Related Policies

- Safeguarding and Child Protection Policy
- Student Behaviour Policy
- Staff Code of Conduct
- Online Safety Policy
- ICT Acceptable Use Policy
- Boarding Handbook
- Educational Visits Policy (where mobile phone arrangements apply)
- Data Protection and Privacy Policy



GUILDHOUSE SCHOOL
LONDON



Creating tomorrow's change makers.