

Mobile Phone and Devices Protocol

Rationale

At The Heights Academy, safeguarding comes first. While mobile phones and devices may help some pupils regulate during their journey to school, on-site they often raise anxiety, cause sensory overload, distract from relationships, and pose safeguarding risks.

Our aims:

- Keep pupils, staff, and visitors safe
- Ensure a calm, predictable start to the day
- Promote trusted-adult relationships
- Encourage alternative regulation tools
- Protect privacy and reduce digital misuse

Summary of Expectations

Aligned with our relational, restorative ethos:

Mobile phones or other devices are not to be used on site unless part of an individual plan.

This supports a calm, connected learning environment.

Daily Procedure

- On arrival, pupils switch off phones
- Pupils will put their own device in an individual labelled pouch
- Pupils will place their pouch into a lockable storage box – each form will have their own box
- Lockable storage boxes will then be kept in a secure location throughout the day
- Phones will be returned at the end of the day or scheduled departure, as pupils leave the school building.

Pupils will:

- Be taught why this is important
- Practise the routine
- Be supported with prompts and reassurance

Reasonable Adjustments

In some circumstances, a pupil may occasionally need access to mobile devices, based on clinical or therapeutic advice and agreed and recorded as part of a personalised support plan or risk assessment. In this case, any personalised plan would be agreed by

school leadership and parents and reviewed regularly.

Misuse & Safeguarding

Inappropriate use (e.g. messaging, filming, cyberbullying) will be treated as serious and addressed through:

- Restorative approaches
- Behaviour and relationships policy
- Anti-bullying policy
- Disciplinary or legal action if required
- Non-compliance or misuse of devices will be reviewed with parents/carers.

Family Partnership

We value parent and carer input, as the experts on their child. We also value their support in reinforcing the importance of the safeguarding messages at home with their child.

Responsibility

The Academy is not liable for lost, damaged, or stolen devices.

Agreement

I have read and agree to follow the Mobile Devices Protocol.

Pupil's Name: _____ Signature: _____ Date: _____

Parent/Carer Name: _____ Signature: _____ Date: _____