



## FARRINGTONS SCHOOL

# Mobile phones on trips policy

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Approving body	SMT
Regulatory References	
Links to other policies	Educational Visits
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Who will the policy be distributed to?	Y/N
All staff/ volunteers	Y
Governing Body	Y
Parents on request	Y
Published on School website	Y
ISI requirement to be available on request	Y
ISI requirement to be on the School website	Y
Parent Portal	Y
Staff Hub	Y
ISI Portal	Y
Limited internal use only (state who the recipients are)	

NB- This policy is a 'live' document and will be updated when deemed necessary e.g. when statutory guidance is released.

## **7.Mobile phone and electronic devices protocol**

### 7.1.1 Introduction

Many young people, especially those of secondary school age and above, own a mobile phone and/ or other electronic devices. While these have benefits, they also present several serious concerns, including:

- Unnecessary distraction, disruption, and diversion.
- Unkind messaging, online bullying and misuse of devices.
- Peer pressure and stigma associated with the ownership of expensive devices.
- Access to inappropriate internet content.

The Department for Education (DfE) has issued guidance encouraging schools to prohibit mobile phones throughout the school day, and this approach should be mirrored where possible on educational visits so that they do not disrupt the educational experience of the visit.

In determining when to prohibit mobile phone use, or what restrictions to place we have considered the risks and balanced them against any potential beneficial uses during a visit, such as:

- Emergency communication or routine checks during an unaccompanied (remotely supervised) activity.
- Photography.
- Useful tools such as mapping apps for navigation, apps provided by museums etc., to guide and enhance a visit, wildlife identification and reporting apps.

### 7.1.2 Prep Guidance

In the Prep school, pupils should not generally bring mobile phones on trips (day or residential) unless there is a very specific reason agreed in advance. If phones are allowed as an exception, for example to monitor diabetes (glucose levels) then the trip leader must clearly outline the practical arrangements for collection, storage and responsibility within the risk assessment.

Communication during trips should ordinarily come through staff rather than directly between pupils and home.

### 7.1.3 Senior Guidance

Both staff and students should ensure that mobile phones and electronic devices are managed safely and responsibly on school trips, in line with the school's safeguarding, behaviour, and data protection standards. This applies to all students, staff, volunteers, and trip leaders. Mobile phones must never interfere with learning, safety, or staff supervision during trips.

The school retains the right to restrict, collect, or prohibit phone use depending on the nature of the trip.

The below table illustrates when and where mobile phone restrictions and usage applies:

#### 7.1.4

##### DAY TRIP

YEAR GROUP	COLLECTION	NOTES to consider
PREP		
KS3 YEAR 7-9	Start of school day- left in phone boxes	
KS4 YEAR 10-11	Start of school day- left in phone boxes	Will require phone if permission has been sought to make own way home from station/bus stop.
KS5 YEAR 12-13	Students to use responsibly on trips but must sign behaviour contract for use.	

For KS3 & KS4 day trips, the nature of the visit will determine the use of mobile phone. Where all students are travelling by coach (or similar mode) to one destination and back again, mobile phones should be collected at the beginning of the school day and stored in the phone boxes in the staffroom. Please check with the EVC for specific destination guidance.

For KS3 & KS4 day trips where students are travelling by public transport and/or have free time at the trip location and therefore may need to contact the trip leader, students should be allowed to take their phones with them. However, all students must sign the behaviour contract for acceptable use and only use as indicated.

For KS5 day trips, students are allowed use of their mobile phones in accordance with the behaviour contract.

##### RESIDENTIAL TRIP

YEAR GROUP	WHEN IN USE	COLLECTION	NOTES
PREP			
KS3 YEAR 7-9	Day time- depending on nature of trip	Before lights out	
KS4 YEAR 10-11	Day time- depending on nature of trip	Before lights out	
KS5 YEAR 12-13			

- Trip leaders require phones to be handed in overnight at a specific time (agreed with the EVC before departure) This will be noted in the risk assessment and communicated with both pupils and parents via the trip letter and parents information evening.
- Phones will be handed to the individual group's leader and securely stored in a predetermined location within the accommodation. Charging facilities will not be provided.
- Phones must be handed in on silent or flight mode and pupils sign a log to agree the condition of the device before collection. Staff will photograph the set of phones for evidence.

- Phones will be returned to groups the following morning at a specific time (agreed with the EVC before departure)
- Students should be reminded how to contact a member of staff in the night should there be an emergency. Students will be given the room numbers of the staff members in case of an emergency.
- Whilst phones are handed in, communication with parents should be made via school staff, not directly by students unless absolutely necessary.
- Phones and other electronic devices are brought to trips at the student's own risk. This is noted in the behaviour contract.
- Other electronic devices (iPads, laptops etc) brought on the trip by pupils should be treated with the same time guidelines as phones being switched off before lights out. However given the possible quantity, these will remain on the student's person. If a student is found to be using a device after the permitted time, then they will be sanctioned accordingly and the device removed for the remainder of the evening and returned in the morning.

Trip- specific Adjustments:

Trip leaders may issue additional rules based on:

- The venue's policies.
- The nature of activities.
- Age and needs of students (see above)
- Safeguarding or risk assessment requirements.
- Medical, SEND, reasonable adjustment requirements (Glucose monitor etc)

These will be communicated to students and parents in advance after consulting the EVC.

**7.2.2 Tracking devices such as the Apple AirTag-** It has become increasingly common that on some school residentials/trips/visits/outings, parents/carers are using devices to track children. Other devices can also include electronic watches that are essentially tracking devices with the capability of sending video footage from the device back to the person tracking i.e. parent. Apple has issued clear guidance that AirTags and similar tracking devices are not designed for monitoring children or personal belongings in contexts such as school trips. These devices rely on proximity to other users' phones and can cause safeguarding concerns, unnecessary alarm, or breaches of privacy. In line with this advice, and to protect the wellbeing and safety of all pupils and staff, parents and carers must not place AirTags or other location-tracking devices in children's bags or possessions for the duration of any school trip. Acknowledgement of this should feature in consent forms that parents sign prior to taking part in a trip that such devices will not be allowed under any circumstances and must not be hidden in pockets/bags etc. If any tracking devices are found on pupils, the Airtags will not be allowed on the trip and will be removed from the pupils belongings.