

MOBILE PHONE USAGE POLICY

British Campus Algeria — Policy Document

1. Document Information

Document Reference	BCA-POL-MOB-01
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Approved by	Executive Director of Education
Applies to	All staff, pupils (Reception–Year 13), contractors, and visitors
Related Documents	Safeguarding & Child Protection Policy; Behaviour and Discipline Policy; GDPR/Data Protection Policy; Staff Handbook; Acceptable Use Policy

2. Purpose and Rationale

British Campus Algeria (BCA) is committed to providing a safe, professional, and effective learning environment. A central feature of this commitment is BCA's requirement that all pupils surrender their mobile phones at the start of each school day. This policy establishes the procedures, expectations, and rationale for that requirement, and sets out the obligations of staff, pupils, parents, and visitors.

This policy aims to:

- Safeguard children and young people from risks associated with mobile device misuse, including cyberbullying, inappropriate content, and unauthorised recording.
- Protect staff from false allegations and reputational risk.
- Maintain a focused learning environment free from the distraction of personal devices.
- Ensure compliance with BCA's safeguarding, data protection, and confidentiality obligations.
- Uphold BCA's duty of care to every member of its community.

3. Scope and Application

This policy applies to all persons on BCA premises or participating in school-related activities (including trips, excursions, sporting events, and off-site visits):

- All pupils from Reception through Year 13.
- All teaching and non-teaching staff, including contracted and agency staff.
- Contractors, visitors, and volunteers whilst on the school site or representing BCA.

The policy covers all personal and school-issued mobile phones and personal communication devices, including smartphones, tablets used for personal communication, and smartwatches with call or messaging capability.

4. Daily Mobile Phone Handover — All Pupils

4.1 The Requirement

All pupils from Reception through Year 13 are required to hand in their mobile phone at the start of every school day. This applies to all personal devices brought onto school premises. Pupils who do not bring a phone to school are not affected by this requirement but must inform their form tutor.

Key principle

No pupil should be in possession of a personal mobile phone during the school day. Phones are stored securely from arrival and returned at the end of the day.

4.2 Handover Procedure

The following procedure will operate from the start of the academic year. The school reserves the right to adjust the collection point following a trial period (see section 4.3).

Step	Responsible	Action
1	Pupil	Arrives at school and surrenders their mobile phone to their form tutor at the start of the school day (during registration or as directed).
2	Form Tutor	Receives the phone and places it in the labelled box for their form group, kept securely at the form tutor's base or collection point.
3	Front Desk / Security	During the trial phase, the school may direct phones to be handed in at the front security desk instead of to the form tutor. This will be communicated to all stakeholders in advance.
4	Pupil (end of day)	Collects their phone from the labelled form group box at the front desk collection point at the end of the school day.
5	Form Tutor / Admin	Ensures all boxes are accounted for and that uncollected phones are stored securely overnight and returned the following morning.

4.3 Trial Period — Front Desk Collection

During an initial trial period, the school may move the handover point from the form tutor to the security desk at the main entrance. Under this arrangement:

- Pupils hand their phone to the security/front desk officer as they enter the building at the start of the day.
- Phones are placed immediately into the labelled box for their form group.
- Boxes are transferred to the designated front desk collection point ready for end-of-day collection.

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- The form tutor retains responsibility for confirming that all pupils in their group have complied.

Any change to the handover point will be communicated to staff, pupils, and parents at least five school days in advance.

4.4 Labelled Form Group Boxes

- Each form group has a dedicated, labelled storage box. Boxes are clearly marked with the form group name and the form tutor's name.
- Boxes are provided by the school and must not be substituted with unofficial containers.
- At the end of the school day, boxes are placed at the front desk collection point in a visible, accessible location.
- Pupils collect their own phone from their form group box. Pupils must not handle phones from another group's box.
- Any phone not collected by the end of the school day will be stored securely by the school office and returned to the pupil the following morning.

4.5 Parental Consent and Emergency Contact

- Parents who need to contact their child urgently during the school day should telephone the school office. Staff will ensure the message is passed to the pupil promptly.
- Where a pupil has a documented medical or welfare need that requires them to retain access to a device (e.g. a health monitoring application), this must be agreed in writing with the Executive Director of Education before the start of term. An individual arrangement will be put in place.
- Pupils travelling to or from school independently and who need their phone for safety purposes outside school hours are reminded that their phone is returned to them at the end of the school day before they leave the premises.

5. Non-Compliance with the Handover Requirement

5.1 Failure to Hand In

If a pupil does not hand in their phone at the required time, the following steps will be taken:

1. The form tutor will note the non-compliance and remind the pupil of the requirement.
2. If the pupil still refuses, the phone will be confiscated immediately by the form tutor or any member of staff, in accordance with BCA's Behaviour and Discipline Policy.
3. The matter will be recorded and referred to the Head of Secondary (secondary pupils) or Head of KS (primary pupils).
4. Parents will be notified. Repeated non-compliance may result in escalating disciplinary sanctions.

5.2 Unauthorised Use During the School Day

If a pupil is found using a mobile phone during the school day (having failed to hand it in, or having otherwise obtained access to a device):

- The device will be confiscated immediately.
- The pupil will be subject to disciplinary action in line with the Behaviour and Discipline Policy.
- Parents will be contacted the same day.

- A confiscated phone will be returned only to a parent or guardian in person where the breach is serious or repeated.

6. Responsibilities of Staff

6.1 Form Tutors

- Ensure all pupils in their form group hand in their phone at the start of each day (or at the front desk during the trial period).
- Manage the labelled form group box, ensuring it is correctly stored and handed to the front desk collection point at the appropriate time.
- Record any non-compliance and take initial action in line with section 5.1.
- Distribute phones to pupils at the end of the day or arrange for the box to be available at the front desk collection point.

6.2 All Teaching Staff

- Reinforce the handover requirement and remind pupils who appear to have a phone in their possession during the school day.
- Confiscate any phone found in use during the school day and refer to the relevant Head of Year or Head of KS.
- Not use personal phones during lessons, meetings, assemblies, or when supervising pupils.
- Not share personal phone numbers, messaging app details, or social media accounts with pupils.
- Use only school-approved devices and channels to communicate with pupils or parents.

6.3 Front Desk / Security Staff

- Receive phones from pupils during the trial phase and place them directly into the correct labelled form group box.
- Ensure boxes are stored securely and are not accessible to unauthorised persons during the day.
- Place boxes at the designated collection point at the end of the school day as directed by the school office.
- Retain any uncollected phones securely and log them for handover the following morning.

6.4 Photography, Data, and Confidentiality

- Staff must not use personal devices to photograph, film, or record pupils at any time.
- School photography must use school-issued devices in accordance with BCA's media consent framework.
- Staff must not share or store pupil or parent personal data via personal messaging applications, group chats, or social media.
- Any accidental data disclosure via a personal device must be reported to the Executive Director of Education without delay.

7. Guidance for Pupils

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- Bring your phone to school in your bag. Hand it to your form tutor (or the front desk during the trial) when directed at the start of the day.
 - Do not attempt to keep a phone concealed on your person during the school day.
 - Collect your phone from the front desk collection point — from your form group's labelled box — at the end of the school day.
 - Do not attempt to take phones from another form group's box.
 - If you need to contact a parent or carer urgently during the school day, ask a member of staff for assistance. The school office will help.
 - Do not contact staff via personal phone numbers, personal messaging apps, or social media accounts.
 - Report any inappropriate contact received on your personal device from an adult to the DSL or a trusted member of staff immediately.

8. Guidance for Parents and Visitors

- Parents are asked to support this policy by reinforcing the handover requirement with their child at home.
- To contact your child urgently during the school day, please telephone the school office. Staff will pass the message promptly.
- Parents should not attempt to contact their child on a personal device during the school day, as the phone will be in secure storage and the pupil will not receive the message.
- Mobile phones should be on silent during meetings, assemblies, performances, and any school event on site.
- Parents and visitors must not photograph, film, or record pupils during school events unless the school has given explicit written authorisation.
- Any photography or filming at authorised events must not be shared on social media unless all pupils and parents depicted have given consent. The school's media consent register is the authoritative record.
- Parents should use official school channels — email, the school office telephone, or the MIS parent portal — rather than contacting staff via personal numbers.

9. Safeguarding and Disciplinary Action

Any breach of this policy that compromises the safeguarding of pupils, contravenes confidentiality requirements, or represents a serious departure from professional standards will be treated with the utmost seriousness.

For staff:

- Breaches will be investigated in accordance with BCA's Disciplinary Policy.
- Serious breaches — including inappropriate communication with pupils, sharing of pupil data, or unauthorised recording — may be treated as gross misconduct and could result in dismissal and/or referral to the appropriate statutory authorities.
- Safeguarding concerns will be referred to the DSL and, where appropriate, to external agencies in accordance with BCA's Safeguarding and Child Protection Policy.

For pupils:

- Breaches will be dealt with under BCA's Behaviour and Discipline Policy. Sanctions may include confiscation, detention, loss of privileges, parental meetings, suspension, or permanent exclusion, depending on the severity of the conduct.
- Where a pupil's phone use gives rise to a safeguarding concern, the DSL (Zineb Djelaila) will be notified immediately.

10. Confiscation of Mobile Devices

Where a phone is confiscated (as distinct from the routine handover), the following procedure applies:

5. The device is handed to the class teacher or member of staff on duty and logged with the school office.
6. For minor or first breaches, the phone will be returned to the pupil at the end of the school day.
7. For repeated breaches or serious misuse, a parent or guardian will be required to collect the device in person.
8. Where there are reasonable grounds to believe that a device contains evidence of a safeguarding concern, the phone will be retained and the DSL informed immediately. The DSL will determine whether further action, including referral to external agencies, is required.

BCA will not routinely examine the content of a confiscated device but reserves the right to do so where there are specific safeguarding grounds and in accordance with the school's safeguarding procedures.

11. Implementation and Communication

- This policy will be shared with all staff at the start of each academic year and is included in the BCA Staff Handbook.
- The handover procedure will be briefed to all staff during pre-term INSET.
- Pupils will be informed through assemblies and form periods at the beginning of each academic year. A pupil-facing summary will be displayed in form rooms and at the front desk.
- Parents and carers will be notified via the school newsletter, the parent welcome pack, and the school website before the start of term.
- Any change to the handover arrangement (e.g. moving from form tutor to front desk) will be communicated at least five school days in advance.
- Contractors and regular visitors will be informed of the policy by reception on arrival.

12. Monitoring and Review

This policy will be reviewed annually by the Executive Director of Education, taking into account any updates to safeguarding legislation, DfE guidance, and the school's operational experience — including the outcome of the front desk trial. Any significant changes will be communicated to all stakeholders promptly. In the event of a significant safeguarding incident or change in legal requirements, an unscheduled review may be conducted at any time.

Darren Hugill

Executive Director of Education
British Campus Algeria

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