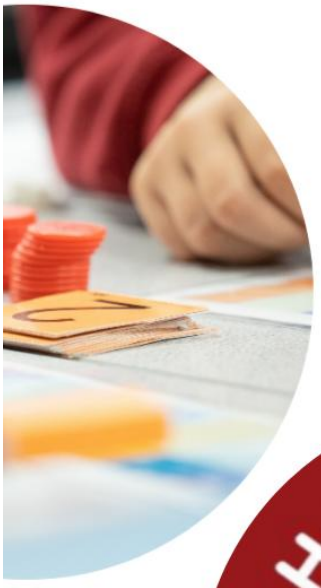


POLICY

Holme Slack Community Primary School

OUR CHILDREN CAN ACHIEVE

MOBILE PHONE

2026-2027







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Approved by:	G Stocks – Acting Headteacher	**Date:** 01/09/2026
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1. INTRODUCTION & AIMS

At Holme Slack Community Primary School our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. RELEVANT GUIDANCE

This policy meets the requirements of section 36 of the Children's Wellbeing and Schools Act 2026, and the Department for Education (DfE)'s mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy includes Keeping Children Safe in Education, which sets out the expectation that all schools should be mobile phone-free environments by default.

3. ROLES & RESPONSIBILITIES

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher is responsible for monitoring the policy and reviewing it every year, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

4. USE OF MOBILE PHONES BY STAFF

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during the school day while pupils are present. Use of

personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time, for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01772 795257 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

More detailed guidance can be found in our data protection policy and acceptable use policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson / school trip / activity, this must be done using school equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions e.g. via Class DOJO
- Use of multi-factor authentication
- Emergency evacuations/Lockdown procedures
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Make sure that all communication and conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. USE OF MOBILE PHONES BY PUPILS

To support pupils' safety while travelling to and from school, pupils who walk to and from school independently may bring a mobile phone to school with prior parental agreement.

Upon arrival at school, the mobile phone must be switched off and handed directly to the class teacher. The phone will then be stored securely in a locked classroom locker for the duration of the school day. Mobile phones must not be kept on pupils' person, in bags, or used anywhere on the school site.

At the end of the school day, the phone will be returned to the pupil by the class teacher for use on their journey home.

The school accepts no responsibility for loss or damage to mobile phones brought onto the premises, although reasonable steps will be taken to ensure they are stored securely. Any pupil found using a mobile phone during the school day without permission may have the device confiscated and parents/carers may be contacted.

This approach allows pupils to maintain communication with parents/carers when travelling independently while ensuring that mobile phones do not disrupt learning, compromise safeguarding, or interfere with the school day.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.1 Use of smartwatches by pupils

The DfE's statutory mobile phones guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smartwatches have wellness and health-related features.

To minimise disruption to learning and to safeguard pupils, smartwatches are not permitted in school. This includes any device with features such as internet access, messaging, photography, video recording, gaming, or the ability to make or receive calls.

Pupils should not bring smartwatches onto the school site. If a smartwatch is brought to school, it must not be worn or used during the school day. Any smartwatch seen or used during school hours will be confiscated and retained securely until it can be collected by a parent or carer.

Staff will routinely remind pupils of this expectation and will challenge any use of smart devices during the school day. Repeated breaches of this policy may result in further sanctions in line with the school's behaviour policy.

This approach helps to protect pupils' privacy, supports safeguarding, reduces distractions, and ensures that all children remain fully engaged in learning and school life.

5.3 Sanctions

The school takes breaches of this policy seriously to ensure that learning is not disrupted and that pupils, staff and visitors remain safe.

Where a pupil is found to be using a mobile phone or other smart device during the school day, or fails to comply with the school's procedures for handing in a device on arrival, the device will be confiscated by a member of staff. Confiscation is permitted under Sections 91 and 94 of the Education and Inspections Act 2006.

Confiscated devices will be securely stored in the school office and will not be returned directly to the pupil. A parent or carer will be required to collect the device from school at the end of the school day. In cases of repeated breaches, the Headteacher may require the device to be retained for a longer period where this is considered reasonable and proportionate.

Any breach of this policy will be dealt with in line with the school's Behaviour Policy. Sanctions may include loss of privileges, behaviour consequences, parental contact and, for persistent breaches, further disciplinary action as outlined in the Behaviour Policy.

Where there are reasonable grounds to suspect that a mobile phone or smart device contains prohibited, inappropriate or illegal content, or has been used to commit an offence, bully, harass, intimidate, exploit or cause harm to another person, authorised school staff may search the device

in accordance with current Department for Education guidance on searching, screening and confiscation.

If inappropriate content is discovered, the school will take appropriate action based on the nature and severity of the concern. This may include:

- Informing parents or carers;
- Securing and preserving evidence where appropriate;
- Applying consequences in line with the school's Behaviour Policy;
- Making referrals to the Designated Safeguarding Lead (DSL);
- Contacting external agencies where necessary, including Children's Social Care;
- Reporting illegal content or activity to the Police.

Where safeguarding concerns are identified, the welfare of the child will be paramount and the school's safeguarding procedures will be followed. Any incidents involving the creation, possession, sharing or viewing of inappropriate, harmful or illegal images will be managed in accordance with the school's Child Protection and Safeguarding Policy and relevant statutory guidance.

The school reserves the right to prohibit a pupil from bringing a mobile phone or smart device onto the school site if there are repeated or serious breaches of this policy.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Keeping Children Safe in Education. This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether pastoral support, an early intervention, or a referral to children's social care is appropriate

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. USE OF MOBILE PHONES BY PARENTS/CARERS, VOLUNTEERS & VISITORS

Parents and carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

1. **Do not take photographs, videos or audio recordings of pupils**, unless attending a public-school event where photography has been permitted (for example, a school fair or performance), and only of your own child where appropriate.
2. **Any photographs or recordings taken must be for personal use only.** Images or recordings of pupils must not be shared on social media, messaging apps or other online platforms without the school's permission and the consent of those involved.
3. **Mobile phones and personal devices must not be used while supervising, supporting or interacting with pupils**, except in an emergency or with prior authorisation from a member of staff.

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

- Via the school sign in system for visitors
- Public announcements at school events
- Whole school Class Dojo announcements
- Displays in the school entrance

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, but must refer any proposed sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. LOSS, THEFT OR DAMAGE

Pupils bringing mobile phones to school must make sure that their phones are appropriately labelled, ready to be stored away securely in the classroom or school office when not in use during the school day.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to or from school.

We will advise parents/carers of this disclaimer by:

- Displaying a sign in our school entrance
- Including disclaimer in our admission pack
- Ensure the policy is on our school website
- Update the whole school on Class Dojo of the policy.

Confiscated phones will be stored in the school office in a locked cupboard.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

8. MONITORING & REVIEW

The school is committed to making sure that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the DfE, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher in a timely manner.

APPENDIX A – CODE OF CONDUCT / ACCEPTABLE USE AGREEMENT

Pupil code of conduct / acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. Phones must be handed in to the class teacher or teaching assistant as soon as you enter the classroom.
2. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to for a specific reason.
3. Phones must be switched off (not just put on 'silent').
4. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
5. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
6. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
7. Don't share your phone's password(s) or access code(s) with anyone else.
8. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's behaviour policy. This includes bullying, harassing or intimidating pupils or staff via:
    a. Email
    b. Text/messaging app
    c. Social media
9. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by making or sharing nudes or semi-nudes (including AI-generated images or 'deepfakes')
10. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
11. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
12. Don't use your phone to view or share pornography or other harmful content.
13. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
14. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

APPENDIX B – PERMISSION FORM ALLOWING A PUPIL TO BRING THEIR PHONE TO SCHOOL

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow _____to bring [their] mobile phone to school because they:

- Travel to and from school along
- Need the phone to support their medical needs

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct / acceptable use agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

APPENDIX C – MOBILE PHONE INFORMATION SLIP FOR VISITORS

Use of mobile phones and similar devices in our school

Our school is a mobile phone-free environment.

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, when working with pupils or while children are present

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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