Mobile Phone Policy

2026 – 2028

Statutory Policy

Prepared By : **Adrienne Corr**	Date: July 2026
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Headteacher's signature: Chair of Governors signature:

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1. Introduction and aims

At Hambledon 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 and responsibilities

3.1. **Staff**

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 2 years, 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.

3.2. **Governors**

The policy will be reviewed every two years and adopted by the full governing body.

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, unless it is to log on to school-based programs using multi-factor authentication . 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 dependants or family members

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

If special arrangements are not deemed necessary, school staff can use the school office number (023 9263 2440) 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 information can be found in the Data Protection Policy and ICT 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 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:

- Use of multi-factor authentication
- Emergency evacuations
- 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 or, on trips and residential visits, via the designated member of staff not on the trip.

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 who 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

Hambledon Primary School is a smartphone-free environment. Pupils should not have any reason to bring a smartphone to school and parents are made aware of this. If a pupil needs to bring a phone to school, it needs to be a 'brick' phone and stored in the school office throughout the school day. This has been explained to our parents and pupils via a 'Smartphone Free Childhood' letter and is included in the Home School Agreement.

The only exception to this would be for any pupil needing a smartphone for medical or safeguarding reasons.

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

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 will be discouraged as they are fragile and there is no need for a child to have a smartwatch in school. Any smartwatch brought to school must be handed in to the school office at the start of the day and collected at the end of the day, in the same way as mobile phones.

5.2. Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances.

In the case of permission due to exceptional circumstances, permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact Ms Adrienne Corr, the headteacher.

Any pupils who are given permission must then adhere to the school's code of conduct for mobile phone use (see appendix 1).

5.3. Sanctions

If a mobile phone is seen, staff will confiscate it and take it to the school office for it to be stored until the end of the day. They will notify parents/carers to remind them, as well as the pupil, that we are a smartphone-free school and that any other phones must be stored in the school office for safety reasons.

School staff have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows school staff to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being / has been used to commit an offence or cause harm to another person). If inappropriate content is found on the phone, the school will follow the child protection steps relevant to the content that is found.

In each case, the sanction given will 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).

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, disability, sex, gender identity or sexual orientation

6. Use of mobile phones by parents/carers, volunteers and 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:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, when working with pupils or while children are present

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.

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

- Use their phone to make contact with 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 school office when not in use during the school day. Any phones stored must be turned off.

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. This information will be made available through this policy, shared publicly, and through our school newsletter and Home School Agreement.

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

8. Monitoring and 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 Adrienne Corr, headteacher, in a timely manner.

Governors will review this policy every two years. The policy will be published on the school website.

9. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances

Pupil code of conduct

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

1. 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. You must bring your phone to the school office to be stored until the end of the day.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. 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
8. 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').
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. 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.
11. Don't use your phone to view or share pornography or other harmful content.
12. 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.
13. 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.

10. Appendix 2: 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 the pupil named above to bring their mobile phone to school because they:

List the appropriate reasons here. We've listed some common reasons below (you can delete as required):

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

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 (appendix 1).

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

Parent/carer signature: _____ Date: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for visitors

Print out and cut copies of this slip to give to visitors when they arrive at the school.

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 staff room, resources room or PPA room.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not post photos or recordings taken at school on social media without consent
- 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 and on our website.

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