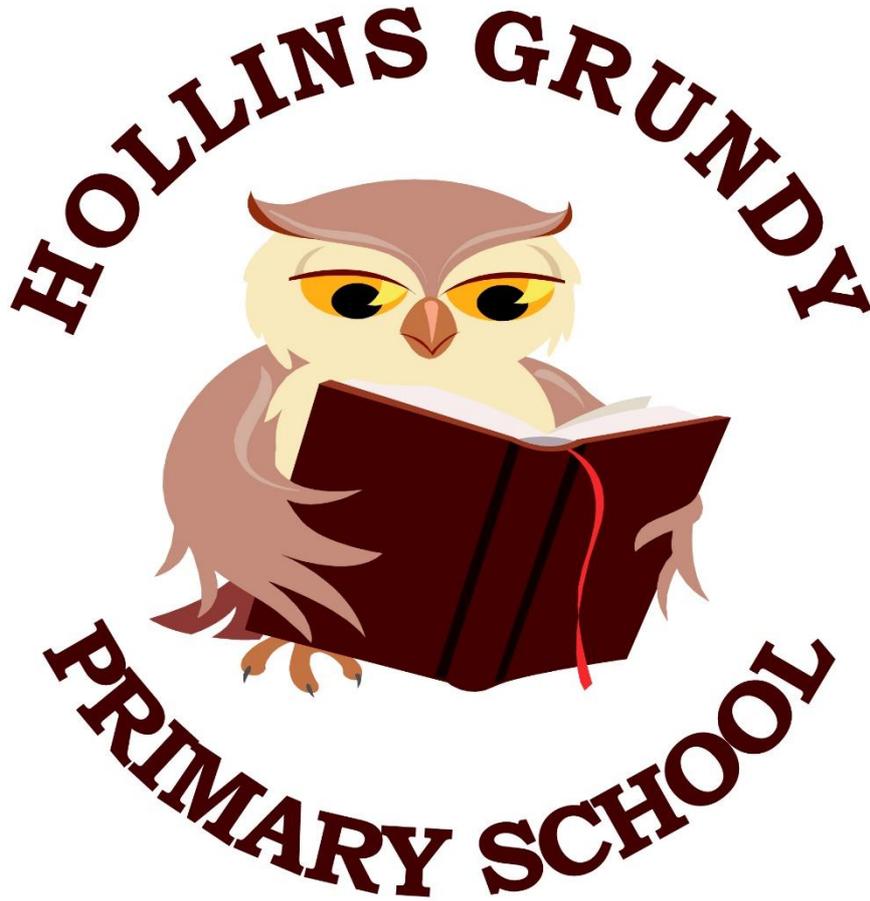


Mobile Phone Policy



Approved by:	S. Waddington	Date:
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Next review due by:		

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1. Introduction and aims

At Hollins Grundy Primary School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set 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 related to child protection, safety and wellbeing
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

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 every 2 years, reviewing it, 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

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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, while children are present, during contact time. Use of personal mobile phones for personal reasons 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 0161 796 0476 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 Bard).

Please see also the school's data protection policy and ICT acceptable use policy.

4.3 Safeguarding

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

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

Members of staff who are also parents of children at school should ensure that their relationships with the families of other children do not result in any inappropriate disclosures of information and/or any potential conflicts of interest. Issues which could become problematic should be raised in advance to the headteacher.

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.

If using their personal phone to access the internet staff should always use the school's wifi network to do this to ensure that appropriate filtering and monitoring takes place.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Communicating with members of staff re. absence or arranging cover
- Communicating with school or other staff members during off-site trips
- Communicating with school or other staff members during 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 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

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

At Hollins Grundy children in Year 5 and Year 6 will be allowed to bring their mobile phone to school to facilitate communicating with parents if they walk to or from school independently. On arrival children will hand their phone in to a member of staff in Year 5 or 6 and it will be stored in a locked box. Phones should be turned off and will then be stored securely until the end of the school day. At the end of the school day, phones will be handed out to children and should not be turned on until they have left the school premises. This includes not switching their phone on in the playground or on the way to the gate.

If children are in after school clubs their phone will be returned to them after the club has finished.

If children bring phones into school during PTA events such as discos, parties, movie nights phones must be handed in and will be locked in the secure box. If they bring them to family PTA events parents and carers must ensure phones are not used inappropriately. Any inappropriate use at these events will result in the phone being confiscated and returned to an adult.

Children will not be allowed to take phones on residential or off-site visits.

There may be other circumstances where children will bring a phone to school and these will be dealt with on a case by case basis.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their 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 smart watches have wellness and health-related features.

- In school, children will not be allowed to wear smartwatches which have either a camera or which are enabled to receive text messages independently of a phone or which can access the internet. (Independently LTE enabled smartwatches)

➤ 5.2 Exceptions for special circumstances

- Some pupils may be allowed to bring a mobile phone to school and use it in school, for instance:
 - Pupils with diabetes who use their phones to monitor their blood sugar

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact Mr S. Waddington, Headteacher].

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

5.3 Sanctions

If a pupil is in breach of this policy.

- Mobile phones will be confiscated. (Schools are permitted to confiscate phones from pupils under [sections 91 and 94](#) of the Education and Inspections Act 2006)
- If they are confiscated, they will be returned at the end of the school day to a responsible adult. (Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#))
- If a phone has been used to cause disruption, harm or is found to hold inappropriate content, in addition to confiscation, the appropriate sanction will be given in line with the school's disciplinary policy, this may include confiscation for an extended period of time up to 48 hours but could include the school not allowing the child to bring the phone to school again.

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 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).

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, 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 Part 1 of [Keeping Children Safe in Education](#)

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:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- 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 and visitors

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 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, or when working with pupils
 - Not taking photos or recordings of pupils, their work, or anything else that could identify a pupil

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, as set out in section 5 above, but must refer any 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 ensure that the phones are appropriately labelled.

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. 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 and from school.

This will be communicated to the school community by putting up signs up in the school entrance and on the school website.

Confiscated phones will be stored in a secure location.

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 ensuring 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 Department for Education, the local authority and any other relevant organisations

9. Appendix 1: Acceptable use agreement for pupils allowed to bring their phones in school in exceptional circumstances.

Acceptable use agreement

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

1. Phones must be switched off (not just put on 'silent').
2. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
4. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
5. Don't share your phone's password(s) or access code(s) with anyone else.
6. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
7. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. 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.
10. Don't use your phone to view or share pornography or other harmful content.
11. 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.
12. 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.

I agree to follow the above rules if I bring my phone to school

signed.....

I give my consent for my child to bring their phone to school and will support the above rules.

Signed (parent/carer)

10. Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- 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 staffroom
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

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.

Use of mobile phones and similar devices in our school

- 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 staffroom
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- Do not use your phone in lessons, or when working with pupils

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.

11. Appendix 3: Acceptable use agreement for pupils wishing school to keep their phone secure during the school day

Bringing phones for storage in school agreement

- 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 and from school.
- Before being handed in pupils must ensure that phones are switched off.
- Phones must be clearly labelled with the owners' name.
- Phones must be handed in to staff as soon as pupils enter school.
- Children must put their phone in the agreed slot in the storage box.
- Children must collect their phone from a member of staff after school.
- Children must ensure they have collected the correct phone before leaving the building.
- Children must not switch their phone on until they leave the school premises. This includes not switching their phone on in the playground or on the way to the gate.
- Children must not take their phone into the school toilets.

- If phones are not handed in (and are confiscated and stored during the day) they will be handed back to a responsible adult, not to the child.
- If phones are used for misbehaviour or for issues which may relate to safeguarding or criminality they will be confiscated for longer periods (in line with DfE guidance) up to 48 hours or in some circumstances children will not be allowed to bring their phone to school again. Other school disciplinary procedures may also apply such as suspension or exclusion.

- In certain cases phones may be handed over to the police in order for them to investigate an alleged crime

Name of child:

I agree to follow the above rules if I bring my phone to school

signed.....

I give my consent for my child to bring their phone to school and will support the above rules.

Signed (parent/carer)