



Mobile Phone Policy

Approved by:	FGB	Date:	October 2026
Next review due by:	October 2028		

Introduction and aims

At Hemingbrough CP School we recognise that mobile phones and similar devices, including smart phones are an important part of everyday life for pupils, parents/carers and staff, as well as the wider community.

Our policy aims to:

- Promote safe and responsible use
- Set clear guidelines for the use of such devices 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
- Potential for lesson disruption and behaviour that disrupts learning and the well-being of children and/or staff
- Risk of loss or damage
- Appropriate use of technology in the classroom

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

Relevant guidance

This policy meets the requirements of the DfE non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered is 'Keeping Children Safe in Education'

Roles and responsibilities

Staff

All staff (including teachers, support staff, supply staff and external staff such as sports coaches) 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 head teacher 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 quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

Governors

Governors will be provided with information about the implementation of this policy and the issues that mobile phones can cause in school.

Use of mobile phones by staff

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

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 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 is appropriate for staff to use their phone during contact time for personal reasons. For instance:

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

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

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

Special arrangements for the use of phones in school must not be assumed and must be agreed with the Head teacher.

Staff must not use their personal phone to process personal data or any confidential school information, including entering such data into generative AI tools.

Staff must not give personal contact details to parents/carers or pupils, including 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 phones to take photographs or recordings of pupils, their work or anything that could identify a pupil. Any such activity should be done using school equipment.

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

- Using multi-factor authentication
- Emergency evacuations/invacuations/lockdowns
- Supervising off site trips
- Supervising residential trips

In these circumstances, staff will:

- Use phones in a professional and appropriate manner
- Not use their personal phones to take photographs or recordings of pupils, their work or anything that could identify a pupil. Any such activity should be done using school equipment.
- Refrain from using phones to contact parents/carers. If necessary contact must be used via the school office

Sanctions

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

Use of mobile phones by pupils

The DfE most recent guidance states that pupils should not use phones throughout the school day.

Pupils are not permitted to bring their mobile phones to school except in exceptional circumstances which must be agreed with the Head teacher. If a phone needs to be brought into school with the Head teacher's permission, it will be kept securely in the school office.

The head teacher reserves the right to:

- Ban mobile phones from the school premises altogether if deemed appropriate
- Ensure that staff collect any phones on arrival for pupils who have permission to bring their phone

- Confiscate phones from pupils who do not have permission to bring their phone to school. All confiscated phones will be returned exclusively to parents/carers at the end of the school day and not directly to pupils.

Use of smartwatches by pupils

Smart watches are wrist watches with smart technology in them. They can be used to tell the time, send and receive messages, make calls, listen to music and take photographs.

We discourage the wearing of smartwatches or devices as:

- They may be used to communicate via text
- Are easier to conceal

Exceptions/special circumstances for pupils

Some pupils will be allowed to bring a mobile phone to school as agreed by the Head teacher:

For instance:

- Pupils travelling by themselves
- Pupils with diabetes who use their phones to monitor their blood sugar
- Pupils who are going to a different location after school and require their phone

Sanctions

Failure to follow this policy may lead to:

- Phones being confiscated

Staff have the power to search pupil's phones in specific circumstances as set out in the DfE guidance on screening, searching and confiscation. The DfE allows you to search a pupil's phone if there is good reason to do so (such as having reason to believe it contains pornographic images, or if it has been used to commit an offence or cause harm to another person).

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

- There are any relevant circumstances
- The pupil's behaviour may indicate they are suffering or at risk of harm

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

Such conduct includes, but is not limited to:

- Sexting
- Upskirting
- Threats of violence or assault

- Abusive calls, emails, social media posts or texts directed at someone on the basis of ethnicity, religious beliefs or sexual orientation

Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy.

This means:

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

Parents/carers, visitors and volunteers will be reminded of these rules.

Parents/carers, visitors and volunteers supervising on school trips/residentials 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 must use the school office as the 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 phone during the school day.

Loss, theft or damage

If pupils bring phones to school, parents/carers must ensure that they are appropriately labelled and are handed into the office or a member of staff as soon as the child enters school.

Phones should be secured as much as possible, including use of passwords or pin codes to protect access to the phone. Staff and others must also secure personal phones. Failure to do so could result in data breaches.

Code of Conduct-Use of mobile phones in school hours

- Pupil's phones must be handed to a member of staff or the office on arrival
- You may not use your phone during lessons or once you have entered school
 - Phones should be switched off
- You cannot take photos or recordings of school staff or pupils

- Avoid sharing your contact details with people you do not know and don't share other peoples contact details without their consent
 - Don't share your password or access codes with anyone else
 - Don't use your phone to bully, intimidate or harass anyone
 - Don't use your phone to send or receive anything that may be criminal
- Rules on bullying, harassment and intimidation apply to how you use your phone even when you are not in school
- Don't use vulgar, obscene or derogatory language while on your phone or when using social media.
 - Don't use your phone to view or share any harmful content
- You must comply with a request by a member of staff to switch off, or hand over a phone