



HOLY TRINITY CE PRIMARY SCHOOL

*Strength for today,
Bright hope for tomorrow*

Policy: Mobile Phones

This Review: July 2026

Next Review: July 2027

Our Christian Vision



Our school vision is rooted in the book of Isaiah chapter 40 verse 31 which tells us that those who have hope in the Lord will renew their strength.

Our hope in God leads us to have high aspirations for our learning community. We value the uniqueness of each child, made in the image of God, and seek to provide a holistic, enriched curriculum and pastoral care, empowering everyone with the strength, knowledge and wisdom to succeed and flourish.

The diagram shows how our vision is linked to the Church of England's Vision for Education. Learning to Live Well Together is taken directly from the text of this document and it is our ultimate aim that all of our children will be able to achieve this goal.



How our vision informs this policy:

We aim for pupils to reach their full potential, so that they can realise their ambitions and contribute positively to society. In order for this to happen, pupils need to be protected from distractions that may harm their ability to actively engage with learning and their peers. We believe that human flourishing is only achieved when pupils can build & maintain relationships with others that are embodied and synchronous. This requires them to be present in the moment, pay attention to other people and invest time and effort into creating lasting bonds. Hence, we insist that pupils do not use mobile phones whilst on school premises.

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1. Introduction and aims

A Holy Trinity 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 to child protection
- 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 Head of School is responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation. The policy may be reviewed sooner if guidance or legislation dictates that it must be.

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

This policy will be shared with the Full Governing Body annually or as changes to guidance and legislation dictate.

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, during contact time, or other times when 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). Where staff have a locker, their mobile phone should be kept in it during contact time.

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. The Head of School 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 0207 435 9089 as a point of emergency contact.

Teachers may use their mobile phones for school-related purposes e.g. to contact the school whilst out on a school trip/obtain access codes for CPOMs.

Staff must not share their personal mobile phone numbers with parents or pupils, or exchange messages via text or social media platforms with them.

Staff are not required to give their personal mobile phone numbers to other services. Services should contact the school office during school hours. This includes social services calls after office hours – in the event of a safeguarding emergency a member of staff can man the school office phone to take expected calls.

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).

More information regarding this can be found in our Data Protection Policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including 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 for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication

- Emergency evacuations
- Supervising off-site activities e.g. PE
- 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. The school mobile phone should be taken for use on residential trips. The phone number should be shared with parents in advance.

4.5 Sanctions

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

5. Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Mobile phones are only permitted when a year 5 or 6 pupil walks to and/or from school alone and their parent has requested that they carry it.

Mobile phones must be handed to the staff on the gate, as pupils enter the school in the morning. They will be returned to pupils as they leave the premises at the end of the day by the class teacher.

Similarly, if a pupil enters the school via the school office, they must hand their phone into the school office staff before proceeding into the school building.

All mobile phones will be kept in the school office until the end of the school day.

If a pupil is attending an after-school club, the mobile phone must be handed to the adult supervising the club for its duration. At the end of the club, the club supervisor will hand the phone to the pupil as they leave the premises.

Pupils must not re-enter the school with their mobile phone without handing it back to an adult.

Pupils must not bring mobile phones on school trips or residential visits. This is to ensure that pupils are not distracted when taking part in adventurous activities and are fully engaged with their environment and their peers.

The school will provide a mobile number for parents to call if they need to contact the supervising staff member, or their child. Contact should be for emergency purposes only.

5.1 Use of other devices e.g. Smartwatches

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology, for example Smartwatches.

Essentially, any technology that can be used to send messages and photograph other pupils will be treated as a mobile phone. Therefore, we ask that parents do not substitute mobile for phones with wearable tech and/or other tech with similar functions to a mobile phone, as these will need to be handed in to staff or confiscated.

We recommend that primary aged pupils wear an analogue watch (with hands and numbers), so that they learn to tell the time.

5.3 Sanctions

Staff will consider the reason given by the pupil and the circumstances before deciding on a proportionate sanction.

We will consider:

- If the pupil usually hands their phone in
 - Where the phone was found e.g. left in school bag or on the pupil's person
 - Whether the phone has been used by the pupil
 - The nature of the use
-
- Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006. All phones that have not been handed in will be confiscated.
 - 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](#).
 - Headteachers 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.)
 - Parents will be alerted if their child has not handed in their phone when they should have.
 - On most occasions the phone will be returned to the pupil at the end of the day as usual.
 - If staff believe that the pupil intended to hide the phone and/or use it, they will ask the parent to collect the phone, so that they can discuss the pupil's motivation.
 - If a pupil has used the phone, parents will need to collect the phone, so that this can be discussed, before the phone will be released.
 - If a pupil has used the phone in a way that has caused harm, then the parent will be called to school to discuss this before the phone will be released.

Sanctions will vary depending on the nature of the behaviour and the motivation behind it. For example

- Reminders may be used when a pupils honestly forgets to hand in a phone e.g. the pupil usually hands it in, but was running late and genuinely forgot
- Deliberately hiding and using a phone may incur an internal suspension for half, or a full day.
- Where a phone has been concealed and used in a way that has caused harm, the school may consider the use of external suspension, or even exclusion, depending on the nature and severity of the harm. However, these sanctions would only ever be used in extreme circumstances.

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, 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 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, or when working with pupils
- Not using phones to take photos or videos of staff without their consent

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 and are stored securely when not in use.

A sticker with the child's name and year group should be attached to back or written on a slip of paper inserted into the back of a clear phone case. This is to avoid phones being returned to the wrong pupil.

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 and from school.

We will make sure pupils and parents/carers are aware of the disclaimer above by:

- Publishing this policy on our school website
- Putting signs up in the school entrance or office

Confiscated phones will be stored in the school office. If the phone is to be kept overnight for any reason, it will be locked in the school safe or other locked cupboard/drawer.

The school office staff will be responsible for keeping confiscated phones safe. If for any reason the school office staff are not able to secure the phone, or provide access to it e.g. to return it to a parent after office hours, they must make arrangements for either the relevant class teacher, or a member of the Senior Leadership Team to take possession of the phone and keep it secure.

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

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

This policy will be shared with the Full Governing Body annually or as changes to guidance and legislation dictate.

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

Acceptable use agreement

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

1. You must only bring it on days where to walk to/from school on your own, unless there is another reason agreed with the school by your parent.
2. Your phone must handed to either the staff on the gate or the office staff as you enter school in the morning. It will be returned to you at the end of the day.
3. If you forget to hand your phone in when you enter the school, you must hand it in immediately after you realise that you still have it. You must not use it.
4. Your phone must have you name on it, so staff know who it belongs to.
5. Phones must be switched off (not just put on 'silent').
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. You may not use your mobile phone at any time when you are on school premises, including afterschool clubs.
8. You must comply with a request by a member of staff to hand over a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

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 (pupil name) _____ to bring their mobile phone to school because they:

➤ Travel to and from school alone

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Acceptable Use Agreement.

Acceptable use agreement

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

- 1. You must only bring it on days where to walk to/from school on your own, unless there is another reason agreed with the school by your parent.*
- 2. Your phone must handed to either the staff on the gate or the office staff as you enter school in the morning. It will be returned to you at the end of the day.*
- 3. If you forget to hand your phone in when you enter the school, you must hand it in immediately after you realise that you still have it. You must not use it.*
- 4. Your phone must have you name on it, so staff know who it belongs to.*
- 5. Phones must be switched off (not just put on 'silent').*
- 6. Don't share your phone's password(s) or access code(s) with anyone else.*
- 7. You may not use your mobile phone at any time when you are on school premises, including afterschool clubs.*
- 8. You must comply with a request by a member of staff to hand over a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.*

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

Parent/carer signature: _____

Parent/carer name: _____

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 your school. Adapt the template to reflect section 6 of this policy.

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 have to step outside the building, unless you are directed to another space by a member of staff.
- 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.

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