



Kind Hearts, Ambitious Minds, Striving for Excellence

HODGE CLOUGH PRIMARY SCHOOL

Mobile Phone Policy DRAFT

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Date of next Review: September 2028

Control Sheet

Control Sheet		
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1. Introduction and aims

At Hodge Clough 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, smart watches and similar devices.

2. Relevant guidance

This policy meets the requirements of section 36 of the Children's Wellbeing and Schools Act 2026

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 is Keeping Children Safe in Education.

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 head teacher is responsible for monitoring the policy and reviewing it every two 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 Parents/carers

If parents need to contact pupils, this must be done via the school office.

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 for personal reasons

while children are present.

At Hodge Clough, staff are permitted to use their mobile phones during the day for communication regarding school matters only.

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 head teacher 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, 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).

Detailed guidance on data protection can be found in our school's data protection policy and Staff Code of Conduct / Staff Electronic Communications Policy, Acceptable Use of Technology Statement.

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 can access the internet during the school day for work and curriculum uses only.

Staff must not take photographs of pupils on personal mobile phones.

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
- 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

4.6 Sanctions - staff that fail to adhere to this policy may face disciplinary action.

5. Use of mobile phones by pupils

While we acknowledge a parent's right to allow their child to bring a mobile phone to school, Hodge Clough Primary School discourages pupils from bringing one wherever possible.

In line with current government expectations, our school operates as a mobile phone-free environment throughout the school day to ensure pupils are safe, focused and able to learn without distraction.

Pupils are not permitted to use their mobile phones during the school day, including during lessons, in the time between lessons, at break times and at lunchtimes.

Pupils must hand their phones to class teachers on arrival at school.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure 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 mobile phones 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 smartwatches have wellness and health-related features.

We do not expect pupils to wear smartwatches to school. Pupils wearing them will be asked not to bring them and parents informed.

5.2 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances, i.e. pupils with medical needs such as diabetes who use their mobile phones to monitor their blood glucose levels.

Permission will only be granted following a discussion with parents and where there is a documented safeguarding or medical necessity.

To request such permission, parents/carers should contact the head teacher by emailing info@hodgecloughprimary.oldham.sch.uk

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 the mobile phone will be confiscated, (schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006). In this instance parents will be asked to collect a pupil's phone from the school office at the end of the school day.

Staff have the power to search pupils' phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation.

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 if 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:
 - Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
 - Up-skirting
 - 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 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 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, 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. Responsibility - loss, theft or damage

1. Pupils bringing mobile phones to school must ensure that their phones are switched off and handed over to their class teacher on arrival at school for safe keeping throughout the school day.
2. 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.
3. Parents and pupils must read and understand this policy before permission to bring a mobile phone to school is granted to a pupil.
4. Pupils must not access or use phones at any point during the school day unless directed by a member of staff.
5. Only pupils with written permission may bring a phone. This is usually limited to pupils who walk to school independently.
6. Any phone seen, heard or used will be confiscated and must be collected by a parent/carers at the end of the school day. Taking photos or videos will be treated as a serious safeguarding concern.
7. Confiscated phones will be stored in the safe in the school office for the duration of the school day and must be collected by a parent/carers at the end of the day.
8. 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 Stella Hodgkinson, head teacher by emailing info@hodgecloughprimary,oldham.sch.uk

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

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances, i.e. pupils with medical needs such as diabetes who use their mobile phones to monitor their blood glucose levels.

Permission will only be granted following a discussion with parents and where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact the head teacher by emailing info@hodgecloughprimary.oldham.sch.uk

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

PUPIL DETAILS	
Pupil name	
Year Group / Class	
Parent / Carer(s) name(s)	
Parent / Carer(s) signature	

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, break time and lunchtime, unless a teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or cloakrooms. 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

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 policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external test environment. Bringing a phone into the test room can result in your test 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)	
Parent / Carer(s) signature	

Expectations for pupils with mobile phones in school:

1. Parents and pupils must read and understand this policy before permission is granted.
2. The policy applies at all times during the school day, including before school, lessons, break times and lunchtime. Pupils must not access or use phones at any point.
3. If parents need to contact pupils, this must be done via the school office.
4. Only pupils with written permission may bring a phone. This is usually limited to pupils who walk to and from school independently (typically Year 5 and Year 6).
5. Phones must be switched off and handed to the class teacher on arrival.
6. Phones will be stored securely for the duration of the school day.
7. Pupils must not access their phones unless directed by a member of staff.
8. Any phone seen, heard or used will be confiscated and must be collected by a parent/carers. Taking photos or videos will be treated as a serious safeguarding concern.
9. The school cannot be held responsible for the security of pupils' mobile phones at any time.
10. Mobile phones are not permitted on school trips or residential.

11. Appendix 3: Template 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 staff room.
- 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.