



HOBLETTS MANOR SCHOOL'S MOBILE PHONE POLICY 2026/27

The term mobile phones' refers to mobile phones, smart watches and other smart technology, with similar functionality (for example, the ability to send or receive notifications or messages via mobile phone networks or the ability to record audio and/or video)

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1. Introduction and Aims

Hobletts Manor School's Mobile Phone policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable by all members of our school community and those who visit our site
- 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, Behaviour and Online Safety.

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

Note: throughout this policy, 'mobile phones' refers to mobile phones, smart watches and other smart technology, with similar functionality (for example, the ability to send or receive notifications or messages via mobile phone networks or the ability to record audio and/or video)

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 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 and consistently 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 annually, 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

Parents/Carers have an important role in supporting the schools policy and are encouraged to reinforce and discuss the policy at home, as appropriate, including the risks associated with mobile phone use and the benefits of a mobile-free environment.

3.3 Governors

The Headteacher will liaise with the Safeguarding Governor regarding the implementation and review of this policy.

4. Use of Mobile Phones by Staff

In line with the DfE's mobile phone guidance staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. We aim for our schools to be mobile phone free environments by default. Anything other than this will be by exception only.

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. Use of personal mobile phones is restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom and school office for professional and essential operations of the school).

There may be exceptional circumstances in which it's appropriate for a member of staff to have use of their phone during contact time, for personal reasons. Examples might include:

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

In all cases prior permission must be sought by the headteacher' who 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 01442 213854 for the Nursery and Infants School and 01442 251805 for the Junior School 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).

Please also reference the school's Data Protection and Online Safety Policies

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

Please also reference the school's Data Protection and Online Safety Policies.

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 exceptional circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in the presence of pupils for work. Such circumstances may include, but are not limited to:

- Emergency evacuations or Medical Emergencies
- Supervising off-site trips
- Supervising residential visits
- The use of personal mobile phones on residential trips and school trips will be made in exceptional circumstances only and when contact cannot be made via the school office. In all cases 141 should be entered before making a call to keep data secure.

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
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4.5 Work phones

Where staff are provided with a mobile phone by the school for work purposes.

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

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

4.6 Sanctions

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

See the school's staff disciplinary policy for more information.

5. Bringing Mobile Phones to School

As we continue to support the safety and wellbeing of all it is the policy of our schools that mobile phones should only be brought into school by pupils in Years 5 and 6 who walk home independently to enable parents/carers to contact their children before and after school. In such cases

Should you feel that there is ever an exceptional reason, other than the above, why your child should bring a mobile phone with them to school, please do contact your child's school directly.

In all cases:

- Children should ensure that their phones are turned off upon entering the school site and on upon leaving.
- Staff will collect phones from the children at the start of the day and return them as they leave.

Please be aware that the staff do not have any responsibility for the security of phones in school so we recommend against the use of high value phones and/ or smartphones.

Pupils are not permitted to take mobile devices on school trips/activities or residential visits.

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 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.

Hobletts Manor Schools treat smart watches the same as Mobile phones and will collect any devices at the start of the school day and re-distribute at the end of the school day to pupils.

5.2 Sanctions

Should a child fail to follow the school's policy, in line with sections 91 and 91 of the Education and Inspections Act 2006) the phone may be confiscated and parents/carers contacted with arrangements made for its return.

Should staff have serious concerns regarding the appropriate use of technology, staff may search pupils phones – **due to the age of our pupils this will be conducted with Parents present.**

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 its being/has been used to commit an offence or cause harm to another person). These specific circumstances are set out in the [**DfE's guidance on searching screening and confiscation.**](#)

If inappropriate content is found on a phone, the DfE's guidance will be followed by school leaders.

In all cases, any sanction given will be reasonable and proportionate and the school will 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 whether 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:

- 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')
- 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 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 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 concerns to a member of staff

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 on arrival

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 while pupils are travelling to or from school.

Lost phones should be returned to the relevant 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 the Headteacher via the school office in a timely manner.