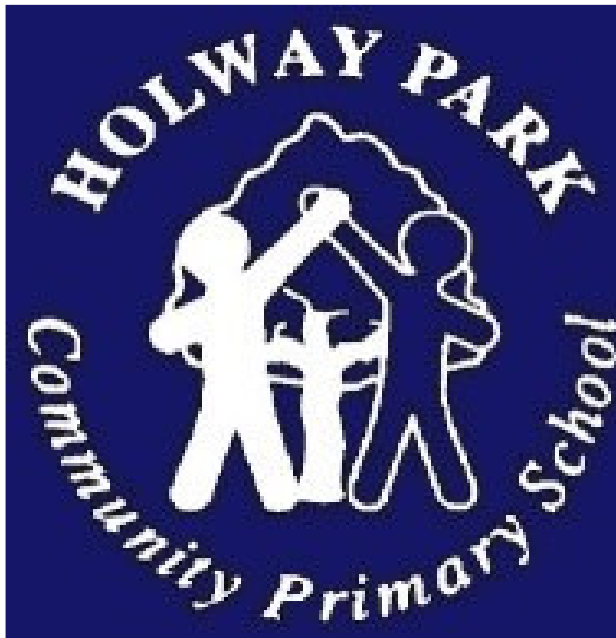




Holway Park CP School & Autism Centre

Mobile Phone Policy

September 2026



At Holway Park CP School & Autism Centre we are committed to ensuring the safety of children in our care.

The Department for Education (DfE) expects schools to implement a policy whereby pupils do not have access to their mobile phone throughout the school day.

This policy applies to all pupils, all staff, volunteers and visitors. Please note that for the purposes of this policy, the term 'mobile phone' also covers any electronic device with the capacity to be used as a form of communication, either through the device itself or any applications stored on the device eg smart watches.

Introduction and aims

- 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices e.g. smart watches

Use of mobile phones by pupils

The DfE's mobile phone guidance says that the use of mobile phones should be prohibited throughout the school day.

Pupils must not use their mobile phones during the school day **or whilst on the school site.**

- **Pupils are not allowed to wear smart watches in school**

Exceptions for special circumstances

Some pupils will be permitted to possess, or use, a mobile phone/smart device in school

- Children in Years 5 & 6 who walk to and from school without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone on to the school site but must turn it off whilst on school site and deposit it with the school office at the start of the day and collect it from the office at the end of the day.
- **Pupils with diabetes who use their phones to monitor their blood glucose levels- this must be supported and agreed within a medical plan.**

In the case of permission due to exceptional circumstances, permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission, pupils or parents/carers should contact the Headteacher.



PARENTS PLEASE NOTE UNLESS YOUR CHILD IS a pupil who qualifies for these special circumstances they are not allowed to bring mobile phones into school; parents are asked to take them home once dropping their child at school and ensure they are not used whilst on the school site/grounds.

Any pupils who are given permission under exceptional circumstances must then adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

- Parents and carers need to be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety if they are walking to and from school without an adult, there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.
- We would also like to alert parents and carers to the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.

An exception would be to support pupils with specific medical needs (for example, for diabetic pupils who use continuous glucose monitoring systems that connect to a smart device).

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. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

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.

Pupils are not allowed to wear smart watches in school

Mobile phones deposited in the office by children will be kept in the school office. Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents and carers to ensure mobile phones are properly insured. It is recommended that pupil's phones are security marked and password protected.

Children are not allowed to bring mobile phones into any other areas of the school.

Any mobile phones discovered to have been brought into the school and not handed into the office will be confiscated immediately. The law protects staff from liability in any proceedings brought against them for any loss or damage to items they have confiscated as a sanction. Parents or carers will be asked to collect the mobile phone from the school office.



Children are not allowed to carry mobile phones on any school trips.

If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents or carers will be asked to collect it from a member of the senior leadership team. In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence, the phone will be handed over to the school's safeguarding lead or to the head teacher for further investigation.

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. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable

Parents/Carers

We ask all parents/carers to help us keep pupils safe and not to use mobile phones on the school site from 8.35am until 3.25pm. This includes all uses including texting and photographing. Photographing on the school site is forbidden for safeguarding reasons.

If a visitor, parent or carer is seen using their mobile phone on school site, they will be asked politely by staff to turn it off/desist from using it.

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.

It is recognised that many parents and carers use their mobile phone as a camera/video device to record their child at special performances e.g. Concerts, sports day etc. Currently allowed by government on these occasions the use of a phone is permitted for photographing/videoing their child only and that the use of **these images is for their own personal use and must not be uploaded for any internet use including Facebook or any other social networking sites or used in any form of publication** unless they are solely of their own child.

The school recognises that children may inadvertently be included in photographs by another parent; the school, therefore, are obliged to warn parents and carers of the legal and safeguarding risks of publishing such photographs on any platform. The placing of any photographs of children on social media is dangerous, and parents may be in breach of the Data Protection Act if they upload photos of other children without the explicit consent of that child's parents.

Staff

The DfE's mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

Staff must not carry personal mobile phones while working. This protects staff from being distracted from their work and from allegations of inappropriate use. Phones must be safely stored in a locked cupboard.



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 must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the nook in the staffroom or the school car park).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time

- In the case of medical need, where a mobile phone is required to measure or support ongoing medical needs e.g. insulin pump (this must be supported by medical evidence)

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 as a point of emergency contact.

In an emergency, staff needing to make a personal call during a lesson or whilst on duty should first obtain agreement from their line manager, ensure that adequate cover has been put in place and make the call in an area not used by children.

Staff must give the school telephone number to their next of kin in case it is necessary for the staff member to be contacted, in an emergency, during working hours.

Failure by staff to comply with the mobile phone policy guidelines could result in disciplinary action.

School Mobile Phones

Mobile phones are issued to senior leaders & PFSA & Attendance Support Workers. These phones will only be used for school-related communication and work.

The Use of Mobile Phones on School Trips

Carrying mobile phones on trips can help to ensure safety for all members of the school. However, it is important that the following guidance is adhered to in order to keep children safe and protect staff and volunteers from accusations of inappropriate use:

- The party leader should carry the school mobile phone for use in contacting other staff members or volunteers on the trip, contacting the school or contacting the emergency services.
- If the school mobile phone is unavailable (e.g. if another trip is on the same day) then the party leader should seek permission from the Headteacher for use of their personal mobile phone.
- Members of staff and volunteers may carry their own, personal mobile phones on trips if necessary, within the following guidelines:
 - Personal phones should only be used to contact staff members or volunteers on the trip, the school or emergency services. These calls should be made away from children.
 - Personal phones should not be used for any purpose other than school business for the duration of a trip. This means that personal calls or texts should not be made or accepted. On residential trips this will apply while the member of staff or volunteer is on duty.
 - Staff and volunteers should ensure that next of kin are provided with the school number so that in an emergency the school is contacted and will make contact with the relevant person through the party leader.



- If it becomes necessary for a member of staff or volunteer to make a personal call or text, then the party leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from sight and sound of any pupils.
- Personal mobile phones must not be used under any circumstances to take photographs or videos of pupils. Volunteers are acting role models for the duration of the trip and therefore must not take photos or videos of any pupils, including their own child, using a mobile phone or any other mobile device, e.g. camera or tablet, without the express permission of the party leader.
- Volunteers may be asked to take photographs of their group using a school device – this must be passed back to the party leader at the end of the trip.
- The party leader may ask volunteers to provide them with their mobile phone number for the duration of the trip so that they can be contacted in case of emergency.
- The party leader undertakes to ensure that these numbers or not held on any mobile device or in any written form after the end of the trip.
- It is advised that if the party leader is using his or her own mobile phone, then if they need to contact anyone during the trip they do so by pre-dialling 141 (some mobile providers use a different prefix – staff are advised to check this with their provider) before the number so that their own number remains protected.

Roles and responsibilities

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 Headteacher and Senior Leaders are responsible for monitoring the policy and reviewing it every 2 years and holding staff and pupils accountable for its implementation.

Staff will address concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

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).

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 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.

Exception- 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:

- Use of multi-factor authentication

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 mobile phone or school office

Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

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

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

Sanctions

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

Visitors including parents and Supply staff

Visitors and staff are not allowed to use mobile phones on the school site and phones must be kept in the allocated secure locker or their cars.

We ask all parents/carers to help us keep pupils safe and not to use mobile phones on the school site (including the car park and playground) from 8.30am until 3.30pm. This includes all uses including texting and photographing. Photographing on the school site is forbidden for safeguarding reasons.

Sanctions

- Mobile phones will be confiscated if the pupils breach this policy (Schools are permitted to confiscate phones from pupils under [sections 91 and 94](#) of the [Education and Inspections Act 2006](#))



- If they are confiscated only parents are allowed to collect these. (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](#))

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 you 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).

Pupils Behaviour

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:

- 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

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 and required to lock their phone in a special locker.

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 consider:

- Records of behaviour and safeguarding incidents
- Relevant advice from the DfE, the local authority and any other relevant organisations
- Feedback from staff
- Feedback from parents/carers and pupils

Thank you for your support and co-operation to ensure the safety of all the pupils.



Appendix 1 : Code of conduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

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.
2. Phones must be switched off once you enter the school grounds (not just put on 'silent').
3. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
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 or otherwise to act in breach of the school's behaviour & relationship policy. 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 a criminal offence.



Appendix 2:

Permission form allowing a pupil to bring their phone to school

Use this form if you don't normally allow pupils to bring their phones to school, but are granting an exception.

It should be signed by parents/carers.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow..... to bring [their] mobile phone to school because they:

- Travel to and from school alone
- Need the phone to support their medical needs

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct and acceptable user agreement.

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

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

