

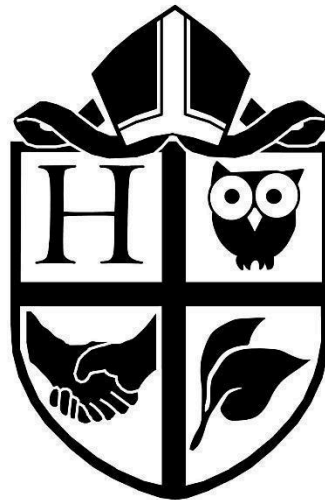


**Hayward's Primary School**



# Mobile Phone Policy

## Hayward's Primary School



**Written by:**

School-Based  
Policy created by  
Mrs Seller and  
Mrs Bedford

**Signed:**

**Approved by Governors:**

24<sup>th</sup> March 2026

**Next review due by:**

March 2027



## 1. Introduction

This Mobile Phone Policy sets out the standards, expectations and procedures for the use of mobile phones and similar devices within Hayward's Primary School. It aligns with the Employee Code of Conduct and safeguarding policies to protect the safety, wellbeing and privacy of pupils, staff, parents/carers and visitors. It also aligns with the ICT and Acceptable User Policy agreement which is signed by staff and pupils. The policy supports a calm, focused learning environment and clear professional boundaries.

## 2. Underlying Principles

- Safeguarding and child protection must never be compromised by device use.
- The privacy, dignity and data of pupils, families and staff must be protected at all times.
- Staff should model professional standards and appropriate boundaries.
- The school environment remains free from distraction and disruption.
- All use complies with relevant school policies (Code of Conduct, Behaviour, Safeguarding, Data Protection, Online Safety, ICT and Acceptable User Policy).

## 3. Roles and Responsibilities

All staff, pupils, parents/carers and visitors are responsible for complying with this policy. The Senior Leadership Team (SLT) monitors implementation, reviews the policy and addresses non-compliance. Staff must report concerns about misuse, safeguarding risks or policy breaches without delay.

This policy will be reviewed annually, or sooner if necessary, taking account of safeguarding guidance, changes in technology and stakeholder feedback.

## 4. Use of Mobile Phones by Staff

### 4.1 Personal use

Personal mobile phones must not be used during contact time with pupils.

Use is restricted to designated areas: staffroom, main office, business manager's office, Headteacher's office and the car park.

Devices must remain out of sight when working with pupils.

### 4.2 Safeguarding

Staff must not use personal devices to take photographs, videos or audio recordings of pupils.

Photographs, videos or audio recordings of pupils are prohibited on personal devices. All images/recordings required for educational purposes are taken on school equipment and stored according to school procedures with appropriate consents.

Any safeguarding concern related to devices will be managed in line with the school's safeguarding procedures and reported to the Designated Safeguarding Lead.

Staff must report low-level concerns and follow safer working practice guidance as referenced in the Code of Conduct.



## **4.3 Data Protection and Confidentiality**

Personal data relating to pupils, families or staff must not be processed or stored on personal devices. Staff must not enter school data into personal apps or generative AI tools. School email and approved systems must be used for school communications.

## **4.4 Using personal mobiles for work purposes**

In limited circumstances (e.g. multi-factor authentication, emergency evacuations, off-site trips/residentials), personal phones may be used following Headteacher authorisation.

When used, staff will act professionally, will not photograph or record pupils, and will not use personal numbers to contact parents/carers. Any required contact is via the school office.

## **4.5 Medical and monitoring exceptions**

Where a pupil or staff member's diagnosed medical needs require the use of an internet-based monitoring app, this will be risk-assessed and documented in the relevant care/risk plan.

## **4.6 Sanctions**

Failure to adhere to this policy may result in action under the staff disciplinary procedures, in line with the Employee Code of Conduct.

## **5. Use of Mobile Phones by Pupils**

### **5.1 from April 2026**

Pupils are required to hand in all phones, including smartphones, to the school office on arrival at school. These are collected from the school office at the end of the school day.

### **5.2 Exceptional circumstances**

A pupil may have a medical condition which requires their mobile phone to be on them at all times. A risk assessment will be produced and the pupil and family will be aware of the expectations about the phone's use. Staff in school will monitor the use of the phone during school hours. The decision over whether carrying a mobile phone in school is acceptable for an individual pupil will be determined by the Headteacher.

### **5.3 Smart watches, laptops or tablets**

Smart watches and any device capable of messaging, photography, recording, or internet access are not permitted for pupils on site.

For clarification purposes, we define a smartphone as being a watch that has the ability to connect to the internet, call and/or message, download apps and play games.

### **5.4 Misuse or breaches**

Devices not handed in on arrival at school will be confiscated, stored securely in the school office and returned only to a parent/carer. Under the Education Act 2011, the headteacher, and any member of staff authorised to do so by the headteacher, can search pupils and confiscate their mobile phones, computers or other devices that the authorised staff member has reasonable grounds for suspecting:

- a risk to staff or pupils, and/or



- the item is identified in the school rules as a banned item for which a search can be carried out and/or

- Is evidence in relation to an offence

This includes, but is not limited to:

- Pornography
- Abusive messages, images or videos
- Indecent images of children
- Evidence of suspected criminal behaviour (such as threats of violence or assault)

Repeated breaches will result in a meeting with parents/carers and may lead to further action under the Behaviour Policy.

## **5.1 From September 2026 for EYFS to Y5 and for all children from September 2027**

Pupils are not permitted to bring smartphones, smartwatches or smart-enabled devices (including smart watches) onto school premises.

## **5.2 Exceptional circumstances**

Where essential for safety travelling to/from school, a pupil may bring a basic, non-smart, call-only phone with prior written parental request and Headteacher approval.

The phone must be handed to the school office on arrival and collected at the end of the school day.

The school accepts no responsibility for loss, damage or theft of personal devices.

A pupil may have a medical condition which requires their mobile phone to be on them at all times. A risk assessment will be produced and the pupil and family will be aware of the expectations about the phone's use. Staff in school will monitor the use of the phone during school hours.

## **5.3 Smart watches, laptops and tablets**

Smart watches and any device capable of messaging, photography, recording, or internet access are not permitted for pupils on site.

For clarification purposes, we define a smartphone as being a watch that has the ability to connect to the internet, call and/or message, download apps and play games.

## **5.4 Misuse or breaches**

Prohibited devices will be confiscated, stored securely in the school office and returned only to a parent/carer.

Repeated breaches will result in a meeting with parents/carers and may lead to further action under the Behaviour Policy.

## **6. Use of Mobile Phones by Parents, Carers, Visitors and Volunteers**



Calls, messaging, photography or video are not permitted on school grounds unless expressly authorised by the school for a specific event. During celebration assemblies, parents can take photos/videos but must not share content on social media. Parents are briefed about this at the beginning of the relevant event.

Visitors working with pupils, must hand in their phone at the school office, OR, with Headteacher agreement, keep it switched off and stored out of sight; visitors must never use phones when working with pupils.

Families visiting the school for a planned meeting, must hand in their phone at the school office, OR, with Headteacher agreement, keep it switched off and stored out of sight

Families or volunteers on trips/residential must not make contact with other parents using personal phones about school matters and must not take photos or recordings of pupils.

If an individual visiting the school needs to make or receive a call, they should move off site (e.g. outside the gate)

## **7. Health, Safety and Security of Devices including searching and confiscation**

The school accepts no responsibility for personal devices that are lost, damaged or stolen on school premises, school transport or during visits/trips.

Any permitted pupil devices must be clearly labelled and stored securely in the school office during the day.

Staff do not routinely search personal devices. Where a device is suspected to contain material that poses a safeguarding risk, the Headteacher will determine next steps in line with safeguarding and behaviour procedures.

Confiscated devices will be stored securely until collection by a parent/carer.



## **Appendix 1: Pupil Code of Conduct for exceptional permission to bring a phone**

You may not use your mobile phones at any point during the school day unless required within the risk assessment.

You may not use your phone in toilets or changing rooms.

Do not take photos or recordings of staff or pupils.

Do not share your phone's passwords or access codes.

Do not use your phone to bully, intimidate or harass anyone, including by text, messaging apps or social media.

Do not view or share harmful or illegal content.

You must comply with any request by staff to switch off or hand over a phone.

Phones are not permitted in any exam/test environment. Bringing a phone into a test room can invalidate your test.



## Appendix 2: Permission form to allow a pupil to bring a basic phone to school

Pupil name: \_\_\_\_\_ Year group/class: \_\_\_\_\_

Parent/carer(s) name(s): \_\_\_\_\_

The school has agreed to allow the above pupil to bring a basic, non-smart phone to school because they:

- travel to and from school alone
- are a young carer
- need the phone to support a medical need
- are attending a school trip or activity where a phone is required to contact parents/carers

Pupils must follow the Mobile Phone Policy and Appendix 1 Code of Conduct. The school may revoke permission if the policy is breached.

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

For school use only: Authorised by: \_\_\_\_\_ Date: \_\_\_\_\_