MOBILE PHONE POLICY

HATFIELD PEVEREL INFANT & NURSERY SCHOOL

Inspiring a Love of Learning

APPROVED BY GOVERNORS: SEPTEMBER 2026

POLICY TO BE REVIEWED: SEPTEMBER 2028

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1. INTRODUCTION AND AIMS

At Hatfield Peverel Infant and Nursery 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 and similar devices including Smartwatches.

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 that should be 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 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 every 2 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.

4. USE OF MOBILE PHONES BY 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.

In our school, a mobile phone may be used whilst on silent mode for the following reasons:

- During lockdown procedures.

- Teaching staff in order to access two factor authorisation and passwords to subscriptions.
- Bluetooth connection to the school speaker for lunchtime dancing and PE dance lessons.

Staff are not permitted to use their personal mobile phones to call, text, email or in any other way message pupils. Nor may they divulge their personal telephone number or other contact details to pupils under any circumstances.

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. Use of personal mobile phones must be restricted to non-contact time (authorised breaks), 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 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 01245 380220 as a point of emergency contact.

4.2 USE OF SMARTWATCHES

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. We do not allow Smartwatches at our school to be worn by pupils due to the age of the children. Staff are permitted to wear Smartwatches but must use common sense when accessing them. Staff should not acknowledge or respond to messages/calls on Smartwatches during times when pupils are present and during teaching times. These should only be accessed during non-contact times.

4.3 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).

More information can be found in the school's Data Protection policy and the ICT Acceptable Use policy.

4.4 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.

4.5 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
- Emergency evacuations
- Supervising off-site trips

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.

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

5. 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.
Due to our school being an Infant and Nursery school, pupils are banned from bringing mobile phones to school.
Any mobile phones discovered to have been brought into the school and not handed into the office will be confiscated immediately. 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 staff has any suspicion that a mobile phone has been brought into school by a pupil, 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.

Exceptions may include a child 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 within our E-safety lessons and as part of our computing curriculum. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

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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, 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, but must refer any proposed sanctions to a member of staff, as they do not have the power to search or confiscate devices.

7. LOSS, THEFT OR DAMAGE

Staff must secure their personal phones including using passwords or pin codes to protect access to the phone's functions, 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/staff are travelling to or from school.

Any confiscated phones will be stored in the school office in [a secure location.

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 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 relevant advice from the DfE, the local authority and any other relevant organisations.

9. APPENDIX 1: 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/Smartwatch on silent/vibrate while on the school grounds and keep in a bag or school office.
- Please do not use phones/Smartwatches where pupils are present. If you must use your phone/Smartwatch, 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/Smartwatch 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.

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