



HENLEY-IN-ARDEN SCHOOL

Achieving Excellence Together

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Name of Policy	Mobile Phone Use Policy	
Lead	Mr J Roper, Associate Headteacher	
Governor Committee	BSII	
Policy Status	Updated	July 2026
	Governor Approved	Yes
	Date Governor Approved	
Review Frequency	Annual	

Mobile Phone Policy

This policy is reviewed every two years to ensure compliance with current regulations.

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1. Introduction and Aims

At **Henley-in-Arden School**, our policy aims to:

- Ensure our environment is mobile phone-free by default so that students can work and enjoy being in a distraction-free and safe environment away from smartphones.
- Support students to learn about the safe, responsible and lawful use of mobile phones where applicable in wider life.
- Provide clear guidelines for the use of mobile phones by pupils, staff, parents/carers, visitors and volunteers.
- Support the school's other policies, especially those related to safeguarding and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, including:

- 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.

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) 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 **Associate Headteacher** is responsible for monitoring the policy, 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.

Staff should model appropriate behaviour regarding mobile phones by not using personal devices when teaching and interacting with students unless this is for:

- Checking a student timetable.
- Logging a praise or behaviour point.
- Urgent work-related communication.

3.2 Parents

Parents/carers are expected to support school staff in enforcing this policy and collecting phones if they are confiscated. Phones will not be returned directly to students.

3.3 Students

Students must not use their phones under any circumstances on school grounds, from the moment they enter via the Hub gate or bus park gate until they leave the site.

Phone use in urgent or medically related circumstances must be pre-approved by the school, for example for diabetes monitoring.

4. Use of Mobile Phones by Staff

The DfE's mobile phone guidance states that staff should not use their own mobile phones for personal reasons in front of pupils throughout the school day. Schools should be mobile phone-free environments by default, with exceptions only where necessary.

4.1 Personal Mobile Phones

Staff (including volunteers, contractors and anyone otherwise engaged by the school) are not permitted to use personal mobile phones during the school day while children are present, particularly whilst teaching lessons and interacting with students during social times such as duties.

Use of personal mobile phones for personal or domestic reasons must be restricted to non-contact time and areas where pupils are not present, such as the staffroom.

There may be circumstances where it is appropriate for a member of staff to have access to their phone during contact time. Examples include:

- Emergency contact from their child or their child's school.
- Acutely ill dependants or family members.

The Headteacher will decide on a **case-by-case basis** whether special arrangements are appropriate.

Urgent phone usage is permitted where linked to school-related applications that provide key student information not readily available on a computer, or for urgent work-related communication.

4.2 Data Protection

Staff must not use personal mobile phones to download personal data or confidential school information, including entering such information into generative artificial intelligence (AI) tools such as ChatGPT or Google Gemini.

Please refer to the school's GDPR Policy for further information.

4.3 Safeguarding

Staff must not give personal contact details to pupils or parents/carers, including through social media or messaging applications.

Staff should avoid publicising personal, non-work-related contact information on publicly accessible websites or social media platforms.

Staff must not use personal mobile phones to take photographs or recordings of pupils, their work or any material that could identify a pupil.

Where photographs or recordings are required for educational purposes, school equipment must be used.

4.4 Using Personal Mobiles for Work Purposes

In some circumstances it may be appropriate for staff to use personal mobile phones or similar devices during the school day for work purposes. Examples include:

- Issuing homework, rewards or sanctions.
- Multi-factor authentication.
- Emergency evacuations.
- Supervising off-site trips.
- Supervising residential visits.

In these circumstances staff must:

- Use mobile phones appropriately and professionally.
- Not take photographs or recordings of pupils.
- Refrain from contacting parents/carers directly; contact should be made via the school office.

The school also provides mobile phones for educational visits where required.

4.5 Sanctions

Staff who breach safeguarding expectations through inappropriate use of mobile phones may face disciplinary action.

See the Staff Disciplinary Policy for further information.

5. Use of Mobile Phones by Pupils

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

All phones must be switched off and stored in bags. Phones must not be carried in blazer or trouser pockets.

Phones must not be switched on or used from the moment students enter the site through the Hub gate, bus park gate or Reception entrance.

This is a **gate-to-gate expectation**. Any mobile phone use during this period, unless authorised, will result in confiscation.

Pupils must not use mobile phones during lessons, between lessons, breaktime or lunchtime unless specifically authorised by a member of staff for an approved reason.

Students contacting parents/carers using personal devices in school will be treated as a breach of phone conduct and will be sanctioned in the same way as any other unauthorised use of a phone.

In the unlikely event a student refuses to hand a phone over due to misuse it will be treated as a refusal to follow request in our behaviour policy which can result in isolation and/or suspension for persistent breaches.

Pupils will be educated about the risks associated with mobile phone use, including:

- Reduced concentration in lessons.
- Classroom disruption.
- Increased risk of bullying.

Students will be encouraged to see a mobile phone-free environment as beneficial and valuable.

5.1 Use of Smartwatches by Pupils

The DfE's mobile phone guidance includes devices with communication and smart technology where schools choose to include them within their **policy**.

This means smartwatches that connect to phones are not permitted in school.

Smartwatches are capable of sending messages, making calls and accessing online content. They must therefore be switched off and kept in bags if brought to school.

5.2 Exceptions for Special Circumstances

The school may permit pupils to use a mobile phone in exceptional circumstances where there is a documented safeguarding or medical need.

Requests should be made through the student's Head of Year.

Any pupil granted permission must comply with the requirements outlined in **Appendix 1: Pupil Mobile Phone Acceptable Use Agreement**.

5.3 Sanctions

The DfE permits schools to **confiscate phones from students** under Sections 91 and 94 of the Education and Inspections Act 2006.

Confiscated phones will be kept securely and returned only to a parent or carer with parental responsibility.

Collection may take place during office hours between 7:30am and 4:30pm, Monday to Friday. The school reserves the right to confiscate phones for longer than 24 hours if frequent breaches of unauthorised phone use are observed.

The school may also search a pupil's phone in circumstances outlined within DfE guidance on searching, screening and confiscation.

Parents/carers will be informed where a phone search takes place.

When considering sanctions, the school will take account of:

- Any relevant special circumstances, including age, religion, SEN or disability.
- Whether the behaviour may indicate that the pupil is suffering, or at risk of, harm.

Where appropriate, safeguarding procedures will be followed.

The school takes criminal conduct extremely seriously and will involve the police or other agencies where necessary.

Examples include:

- Sharing nude or semi-nude images.
- Upskirting.
- Threats of violence or assault.
- Abusive calls, emails, messages or social media posts.

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

Parents are encouraged to support this policy at home and discuss both the risks of mobile phone use and the benefits of a mobile phone-free environment.

Parents/carers, visitors and volunteers must adhere to staff expectations whilst on school premises.

This includes:

- Not taking photographs or recordings of pupils unless it is their own child or at an authorised public event.
- Using photographs or recordings only for personal use.
- Not using phones in lessons or when pupils are present.

Parents/carers should contact the school office if they need to contact their child during the school day and should not contact them directly on a personal mobile phone.

7. Loss, Theft or Damage

The school is not responsible for the loss, theft or damage of mobile phones.

Where phones are confiscated, they will be stored securely.

The school accepts no responsibility for phones that are lost, stolen or damaged on school premises, transport, visits or journeys to and from school.

8. Monitoring and Review

The school is committed to ensuring this policy has a positive impact on pupils' education, behaviour and welfare.

When reviewing this policy, the school will consider:

- Feedback from parents/carers and pupils.
- Feedback from staff.
- Behaviour and safeguarding records.
- Relevant advice from the Department for Education, local authority and other relevant organisations.

9. Appendix 1: Pupil Mobile Phone Acceptable Use Agreement

Name: _____

You must obey the following rules if you bring your mobile phone to school under an approved exception:

1. You may not use your mobile phone during the school day unless expressly authorised.
2. Phones must be switched off, not simply placed on silent.
3. Phones may not be used in toilets or changing rooms.
4. You must not photograph or record staff or pupils.
5. Do not share contact details without consent.
6. Do not share passwords or access codes.
7. Do not use your phone to bully, intimidate or harass anyone.
8. Do not use your phone to commit or facilitate a criminal offence.
9. School expectations regarding bullying and harassment apply outside school as well as inside school.
10. Do not use offensive, obscene or derogatory language.
11. Do not access, view or share harmful content.
12. You must hand over your phone if instructed by a member of staff.
13. Mobile phones are not permitted in examination environments and must be surrendered where required.

Signed: _____

FOR SCHOOL USE ONLY

Authorised by: _____

Date: _____