

MOBILE PHONE POLICY

September 2026

Hollyfield Primary School

...a place where everyone matters

A Safeguarding Policy



Version:

Ratified by the Governing Body:

Signed by the Governing Body:

To be reviewed (annually):

September 2026

23 September 2026

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Introduction

Hollyfield Primary School is a place where everyone matters. Our values of Respect, Kindness, Resilience, Honesty, Gratitude and Courage underpin how we expect staff, children and visitors to behave and use technology. This policy sets clear, simple expectations for mobile phones and smart technology so that children are safe, learning is uninterrupted and staff can focus on teaching and care.

The policy aims to:

- Create a mobile-phone-free environment across the school site as the default, supporting calm, focused learning and safeguarding.
- Set straightforward rules for staff, children, parents/carers and visitors.
- Explain the limited exceptions (e.g., medical needs; Year 5 and Year 6 children who walk home alone) and how those are managed.
- Protect child welfare, data and privacy and reduce the risk of online incidents being brought into school.

Scope

This policy applies to all children, staff, volunteers, governors, visitors and contractors while on the Hollyfield site and during school-led activities, including off-site trips and residentials, unless a specific, documented exception has been agreed by the headteacher.

Core expectations for children

- Children must not have access to mobile phones or smart devices during the school day, including lessons, between lessons, breaktime and lunchtime, unless an agreed exception applies.
- Phones brought into school in breach of this policy will be confiscated, stored securely and returned to an appropriate adult at the end of the school day on the first occasion. Repeated breaches will result in further sanction and parent collection, as set out below.

For the purpose of this policy, "mobile phones and smart devices" include mobile phones, smartphones, smart watches with communication or internet capability, tablets, wearable devices and any other personal device capable of making/receiving calls or messages, accessing the internet, or recording images or audio. Smart watches with communication, internet or recording capability must not be worn to school. Basic analogue or digital watches without these functions are permitted.

Exceptions

1) Year 5 and Year 6 children who walk home alone:

- For safeguarding and practical reasons, children in Years 5 and 6 who walk to and from school unaccompanied may bring a mobile phone to school.
- Conditions for this exception:
 - Parents/carers must complete the school's mobile phone permission form—either the paper form (Appendix A) returned to the school office or by giving consent electronically via Arbor — to confirm their child walks home alone and requires a phone for the journey.

- The child's phone must be switched off before they enter the school site and remain switched off until they have left the site at the end of the day.
- The child must hand the phone in to a teacher or school office promptly on arrival. The device will be stored securely in the office for the school day and will be returned at home time or to an authorised adult.
- The child must not use the phone while on school premises or during any school activity.
- Children granted this exception are not permitted to take mobile phones on school trips or residential visits.

2) Medical or exceptional needs

- Where a child has a medical need that requires access to a mobile device (for example, monitoring a medical condition), a written request from parents/carers and supporting documentation from a clinician should be provided.
- The headteacher will agree arrangements including who stores/manages the device during the school day and how peers are informed sensitively about the exception.
- If a device is necessary for medical reasons, it must not be used for other purposes while on site.

Use on trips and residential

- Children's mobile phones must not be taken on day trips or residential visits. If a phone is essential for an emergency journey reason, this must be agreed in advance with the headteacher and the phone will be stored centrally and managed by school staff for the duration of the visit.
- Staff and volunteers must follow the staff section below for use of devices on trips and residential.

Use of mobile phones and smart technology by staff, volunteers and visitors

- Staff must not make or receive personal calls, send texts, or use personal smart devices while children are present, except in an emergency or with explicit headteacher permission.
- Personal devices must not be used to take photographs or recordings of children. School-owned devices must be used for any authorised photography/recording.
- Staff must not share personal contact details with parents/carers or children and should avoid connecting with parents/carers on personal social media.
- Volunteers and visitors must not use phones where children are present. Parents and visitors taking photographs at school events (e.g., assemblies) should focus on their own child wherever possible and must not share images containing other children on social media or other public platforms without appropriate consent.
- Staff who need a device for work (e.g., use of authenticator app, DSL emergency contact, off-site trip lead) may use personal phones for school business but must observe data protection, safeguarding and professional conduct requirements. Where

possible, the school will provide devices for staff undertaking regular off-site supervisory duties.

- Staff who need to use a device for school business (e.g., multi-factor authenticator apps, DSL emergency contacts, off-site trip leader) may use personal phones for school business where necessary. Any use must comply with data-protection, safeguarding and professional conduct requirements; staff must not store pupil data on personal devices, must not use them to record pupils unless authorised and should hand data to school systems as soon as possible.

Storage and security

- Phones handed in by children under the Year 5/6 exception or confiscated under this policy will be stored securely in the school office and will be accessible to the child only at the end of the school day or when collected by an authorised adult, except where a longer confiscation is applied as a sanction.
- The school accepts no responsibility for loss, theft or damage to personal mobile phones brought into school.

Safeguarding and online safety

- Mobile phones can present safeguarding risks (e.g., sharing of inappropriate images, bullying). Any incident involving a phone that raises safeguarding concerns will be managed under the school's safeguarding procedures and may lead to referral to external agencies, including the police, where appropriate.
- The school reserves the right, where lawful and proportionate, to examine a device where there is reasonable suspicion that it contains evidence of a safeguarding, bullying or criminal matter. Such action will be undertaken only by authorised senior staff and in accordance with statutory guidance and the school's safeguarding procedures. Where appropriate, the school will involve external agencies (for example, the police or children's social care) and will record any examination and outcome on the child's safeguarding record.
- Refusal to hand in a phone when required will be treated initially as a pastoral matter and addressed by pastoral staff in partnership with parents/carers. If refusal persists this may escalate to sanctions in line with the behaviour policy and safeguarding consideration.
- Governing bodies should ensure appropriate filtering and monitoring are in place to prevent access to harmful content on school-provided networks and devices.

Sanctions and enforcement

- First breach: confiscation and return to parent/carer or authorised adult at the end of the school day.
- Repeated breaches: phone confiscated and parent/carer must collect the device from school; further breaches may lead to longer confiscation periods and/or other sanctions under the behaviour policy.
- Serious misuse (for example sharing indecent images, threats, abusive messages) will be treated as serious misconduct and managed through safeguarding procedures

and the staff disciplinary process where relevant. The school will involve external agencies where necessary.

Data protection and privacy

- Staff must not use personal devices to process or store children's personal data unless authorised and in line with the school's data protection policy.
- Any photographs taken with school devices must be stored on school systems and processed in line with data protection requirements and parental permissions.

Communication and parent partnership

- Parents/carers will be informed of this policy on admission, at key transition points and through the school website and newsletters.
- Parents/carers should contact the school office (not a child's personal device) if they need to communicate with a child during the school day.
- The school will share guidance and resources with families about online safety and healthy device use.

Confiscation and collection process

- Confiscated devices will be labelled, stored securely in the office and logged with date, owner name and reason for confiscation.
- On the first occasion devices will be returned to the child or an appropriate adult at the end of the same school day.
- For further or serious breaches a parent/carer will be required to collect the device from the school office.

Trips and residentials (staff and children)

- Children's mobile phones must not be taken on trips or residential visits.
- Staff should use school devices for group communications on trips and avoid using personal devices to record or share images of children.
- If staff need to use a personal device in an emergency, they must ensure any child data is not stored on the device beyond the trip and must transfer any necessary information to school systems as soon as practicable.

Monitoring, review and responsibility

- The headteacher has overall responsibility for implementing and monitoring this policy and for deciding on any special arrangements or exceptions.
- The policy will be reviewed annually by the headteacher and safeguarding lead, or sooner if statutory guidance changes.
- Staff, children and parents/carers will be consulted before significant changes are made.

Appendix A



Year 5 & Year 6: Mobile Phone Parental Permission Form

I confirm that my child _____ in Year 5/6 walks home from Hollyfield Primary School unaccompanied and requires a mobile phone for the journey.

I understand and accept the school's Mobile Phone Policy: the phone will be switched off before entering the school site, handed to a teacher or into the office on arrival, kept securely for the school day and returned at home time. The phone will not be used on site or taken on trips or residential.

I accept the school takes no responsibility for loss, damage or theft.

Name: _____
(Parent/Carer)

Signed: _____
(Parent/Carer)

Date: _____