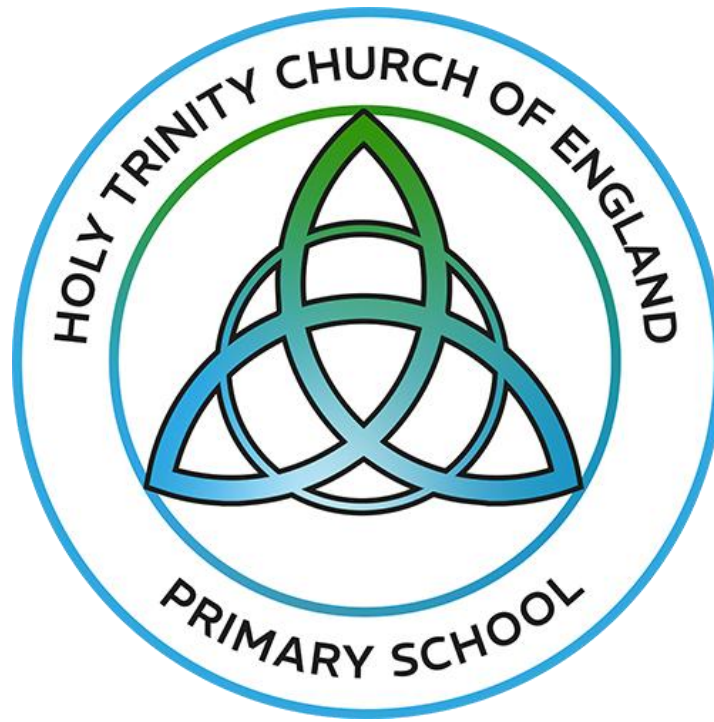




Part of the



## Use of Mobile Phones and Devices policy

|          |                      |
|----------|----------------------|
| Reviewed | September 2026       |
| Ratified | Pending Ratification |

## **1. Introduction and Aims**

At Holy Trinity Church of England Primary School, our vision underpins everything we do: *“Loved by God and one another, Holy Trinity is a welcoming community of faith where we learn and flourish together. Each day opens up horizons of hope, aspiration and joy.”*

We recognise that mobile phones, including smartphones, are an important part of everyday life for our pupils, parents, staff, and wider school community. However, from January 2026, the Department for Education expects all schools to be mobile-phone-free environments by default throughout the entire school day, including lessons, transitions, breaktimes, and lunchtimes. Our policy sets out how we adhere to this guidance to ensure our environment remains a focused, joyful, and safe place to learn.

### **Our policy aims to:**

- Promote, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents, and volunteers.
- Support the school’s other policies, especially those related to child protection and behaviour.
- Reduce risks linked to online harm, bullying, inappropriate content, and mental health concerns.

This policy also aims to address specific challenges posed by mobile phones in school settings:

- Risks to child protection and safeguarding.
- Data protection and privacy issues.
- Potential for lesson disruption.
- Risk of theft, loss, or damage.
- Ensuring appropriate and safe use of technology in the classroom.

## **2. Roles and Responsibilities**

### **2.1 Staff**

All staff (including teachers, support staff, and supply staff) are responsible for consistently enforcing this policy. Volunteers, or anyone else otherwise associated with Holy Trinity, 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 every 2 years, reviewing it, and holding staff and pupils accountable for its implementation.

## **3. Use of Mobile Phones by Staff and Governors**

### **3.1 Personal Mobile Phones (including Smart Watches)**

To align with the DfE expectation of a phone-free environment, staff must not use their personal mobile phones:

- During contact time
- In areas where pupils are present
- In any way that interrupts learning

Use is restricted to non-contact time, in staff-only areas (such as the staffroom). Where exceptional circumstances require temporary access (e.g., an urgent medical call-back), the school office will hold the staff member's phone and notify them when the call takes place.

### **3.2 Data Protection**

Staff must not use their personal mobile phones to process personal data or any other confidential school information. All photos or recordings must be taken using school devices only (e.g., school iPads), and never on personal phones.

### **3.3 Safeguarding**

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Staff must avoid publicising their contact details on any social media platform or website to prevent unwanted contact.

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

### **3.4 Using Personal Mobiles for Work Purposes**

In exceptional circumstances, it may be necessary for staff to use personal mobile phones for work purposes, such as:

- Emergency evacuations
- Supervising off-site trips or residential visits
- In emergency situations on visits, staff may use personal phones to contact the school office or emergency services. 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.
  - Refrain from using their personal phones to contact parents directly (contact must be made via the school office).

### **3.5 Sanctions**

Staff who fail to adhere to this policy may face disciplinary action in accordance with school procedures.

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

### **4.1 DfE Expectation**

In accordance with DfE guidance, Holy Trinity is a mobile-phone-free environment by default. Exceptions are strictly by prior agreement for specific circumstances, such as:

- Pupils travelling to and from school independently.
- Pupils who are young carers and need to be contactable.
- Pupils attending a different family home after school.
- Medical needs or disability adjustments (under the Equality Act 2010).

Where exceptions apply, phones must be switched off upon arrival, handed directly to staff, and stored securely in the school office until the end of the day. Phones must not be carried by pupils during the school day under any circumstances.

#### **4.2 Sanctions & Searching**

If a pupil breaches this policy, the phone will be confiscated (under sections 91 and 94 of the Education and Inspections Act 2006). The Headteacher or designated staff member will collect the confiscated phone, and parents will be required to collect it from the school office at home time. Behaviour policy sanctions will be applied.

Staff have the power to search pupils' phones as set out in DfE guidance if there is reason to believe the phone contains inappropriate, illegal, or harmful content, or has been used to commit an offence. If serious concerns arise (such as harassment, threats, sexting, or abusive content), the school takes this extremely seriously and will involve the police or external agencies as appropriate.

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

To maintain a secure and phone-free environment:

- Phones must not be used anywhere on the school site (including the playground, corridors, and classrooms).
- Taking photos or recordings of pupils is strictly prohibited, except at designated public school events (where images must not be shared online without consent).
- Volunteers and trip supervisors must not contact parents directly or use personal devices to photograph pupils.

Visitors will be provided with a summary of these expectations upon arrival.

### **6. Loss, Theft, or Damage**

- Phones brought onto school grounds under an agreed exception must be secured in the school office.
- Staff and pupils are responsible for securing their personal devices with passwords or PIN codes.
- Holy Trinity Primary School accepts no responsibility for mobile phones that are lost, damaged, or stolen on school premises, transport, or during off-site visits.
- Confiscated or found phones will be stored securely in the Headteacher's office until returned to a parent/carer.

### **7. Monitoring and Review**

Holy Trinity is committed to ensuring that this policy supports a safe and flourishing school environment. This policy will be reviewed every two years, taking into account feedback from staff, parents, and pupils, as well as updated guidance from the Department for Education and Local Authority.



# HOLY TRINITY CHURCH OF ENGLAND PRIMARY SCHOOL

## MOBILE PHONE AND SMARTWATCH POLICY INFORMATION FOR VISITORS

Use of mobile phones in our school:



- **PLEASE KEEP YOUR PHONE ON SILENT/VIBRATE**



- **WEARING SMARTWATCHES**  
SMARTWATCHES MUST HAVE ALL  
COMMUNICATION FUNCTIONS DISABLED OR REMOVED.



- **USE YOUR PHONE AT THE SCHOOL OFFICE ENTRANCE OR OFFSITE**



- **DO NOT TAKE PHOTOS OR RECORDINGS OF PUPILS OR STAFF (UNLESS YOUR OWN CHILD)**



- **DO NOT USE YOUR PHONE IN LESSONS OR WHEN WORKING WITH PUPILS**



- **CONFISCATION & STORAGE**  
CONFISCATED DEVICES WILL BE SECURED AND  
ONLY RELEASED TO AUTHORIZED ADULTS.



- **A FULL POLICY IS AVAILABLE FROM THE SCHOOL OFFICE**