

Heatherside Junior School Mobile Phone Policy

2026 to 2027

Approved by Governors: 17th September 2026

Next review: September 2027

1. Policy Statement

Heatherside Junior School is committed to providing a safe, calm and purposeful learning environment in which all pupils can learn, thrive and feel protected. Mobile phones and smart devices can present safeguarding risks and adversely affect the wellbeing of children. Our concerns are specially around:

- Exposure to bullying behaviour, including the use of unkind words, inappropriate language and sharing/receiving images via social media/apps (including as part of WhatsApp groups).
- The pressure of peer comparison and 'keeping up with their friends'
- Children's exposure to inappropriate content, language and potentially harmful information.
- How children can be easily targeted, exploited, scammed and groomed.
- Children presenting with lack of sleep, reduced concentration and social communication difficulties.
- Breaches of privacy and confidentiality.

In line with current Department for Education (DfE) guidance, the school operates as a **mobile phone-free environment**, with exceptions only in defined and authorised circumstances. Pupils are not permitted to bring a smartphone to school (including on trips) and this also applies to smartwatches or any other device with internet connectivity such as smartglasses or ipads.

2. Aims

This policy aims to:

- Promote a positive environment for teaching and learning.
- Protect children from safeguarding risks associated with mobile technology.
- Reduce distractions and support pupil wellbeing.
- Ensure consistency for pupils, staff and families.
- Set clear expectations regarding the possession and use of mobile phones.
- Support compliance with safeguarding requirements outlined in Keeping Children Safe in Education (KCSiE.)

3. Scope of this policy

This policy applies to all uses of the school community, including pupils, staff, governors, volunteers and visitors/contractors. It applies during the school day, on educational visits and during any activity organised by the school unless specific arrangements have been agreed by the Headteacher in advance (such as emergency use on a school trip by staff, permission for parents to take photographs at a school event.)

4. Mobile Phones - Pupils

Pupils must not bring mobile phones, smartphones, smart watches with communication functions, or similar devices to school unless an exception has been authorised. Pupils are not permitted to use mobile phones anywhere on the school site during the school day.

Exceptional Circumstances

A pupil may be permitted to bring a phone only where there are specific medical or other exceptional circumstances and where permission has been given by the Headteacher.

Medical Need

The pupil has a clearly evidenced medical requirement for a device, for example:

- Diabetes monitoring
- Other medical conditions requiring digital monitoring or emergency communication

Appropriate arrangements will be agreed with parents, healthcare professionals (where necessary) and the school in these circumstances.

Exceptional Family Circumstances

The Headteacher may authorise a pupil to carry a basic non-smart mobile telephone ("brick phone") where there is a clear and exceptional need. Examples may include:

- Exceptional family circumstances requiring emergency contact arrangements
- Significant safeguarding concerns
- Other exceptional situations agreed by the Headteacher

Parents must complete and submit a written request and receive approval before a device is brought onto the school site, a form is available from the Office or via our website.

Where permission has been granted for brick phone to be brought into school:

- The phone must be a basic non-smart device.
- The phone must not have internet access, a camera or social media functionality.
- The phone must be named and handed to the Office before school and collected at the end of the day.
- The phone must not be used on the school site, including the routes outside the playground.

The Headteacher reserves the right to withdraw permission if the conditions are not followed.

5. Staff Use of Mobile Phones

Staff play an important role in modelling appropriate behaviour and professional conduct.

Personal Use

Personal mobile phones/smartwatches must not be used during teaching time or while supervising pupils except in genuine emergencies. Staff are not permitted to make/receive calls/texts during contact time with pupils. Emergency calls will be taken by the school office. Personal devices should be kept out of sight during lessons and pupil-facing activities.

Specifically:

- Mobile phones must not be used in a space where pupils are present (eg. classroom, playground).
- Staff are not permitted to use recording equipment on their mobile phones, for example: to take recordings of pupils, or sharing images. Legitimate recordings and photographs should be captured using school equipment unless specific permission has been authorised in advance.
- Staff must not use personal devices in a manner that compromises safeguarding or professional standards.

Should there be an exceptional circumstance (e.g. awaiting call from doctors, acutely sick relative), then staff should make the Headteacher aware of this so that appropriate and necessary arrangements can be made (for example, leaving their phone with the Office staff who can then answer the call on their behalf and then arrange for them to be released from class.)

Professional Use

Staff may use mobile phones for legitimate professional purposes including:

- Multi-factor authentication (MFA) or authentication applications.
- Accessing approved school systems.
- Emergency communication.
- School-approved educational or operational purposes, including on school trips.
- Contact with emergency services.

Any professional use must be appropriate, proportionate and must also comply with data protection requirements.

Staff should report any usage of mobile devices that causes them concern to the Headteacher or Deputy Designated Safeguarding Lead. (Or Chair of Governors in the case of the Headteacher.)

6. Visitors and Volunteers (Including parents, governors, contractors and authorised visitors)

Visitors and volunteers are expected to minimise mobile phone use whilst on site and are requested to keep their phones out of sight unless it is needed operationally (in the case of contractors for example.) Photography or recording of pupils is strictly prohibited unless specifically authorised by the school.

Any concerns regarding the use of mobile devices by visitors should be reported immediately to a member of the Senior Leadership Team.

7. School Responsibilities

The school will:

- Promote safe and responsible use of technology.

- Teach pupils about online safety through the curriculum.
- Take concerns relating to online safety seriously.
- Investigate safeguarding incidents involving mobile devices promptly.
- Report safeguarding concerns through established safeguarding procedures.
- Refer serious concerns to external agencies where necessary.

All staff must maintain an attitude of "it could happen here" when considering safeguarding concerns.

Reporting Concerns

Any safeguarding concern involving a mobile phone or digital device must be reported immediately to the Designated Safeguarding Lead (DSL) or Deputy DSL. Mrs Dunn is the DSL.

8. Searches and Confiscation

Where a pupil is found with or using a mobile phone contrary to this policy:

- The device will be confiscated by a member of staff and handed to the Head/Deputy
- Parents will be called and be required to collect the device.
- The incident will be logged on CPOMs.

The school reserves the right to search for devices in accordance with relevant legislation and [DfE guidance](#) where appropriate.

9. Sanctions

Any breaches of this policy by pupils will be addressed in accordance with the school's Behaviour Policy.

Possible consequences include:

- Reminder of expectations.
- Confiscation of the device.
- Contact with parents/carers.
- Loss of privileges.
- Behaviour sanctions as outlined in the Behaviour Policy.
- Withdrawal of permission for authorised phone use.
- Additional sanctions where safeguarding concerns arise.

Serious incidents involving filming, sharing images, cyberbullying or other safeguarding concerns may also result in safeguarding procedures being followed.

Any breaches of this policy by members of staff will be dealt with in accordance with procedures set out in Hampshire County Council's Manual of Personnel Practice.

10. Responsibilities

Pupils are expected to:

- Follow this policy at all times.
- Only bring authorised devices to school.
- Report concerns regarding online behaviour or device misuse.

Parents and carers are expected to:

- Support the school's mobile phone-free approach.
- Ensure children comply with the policy.
- Seek Headteacher permission where exceptional circumstances exist.

Staff are expected to:

- Model appropriate use of technology.
- Enforce this policy consistently.
- Report any safeguarding concerns immediately.

11. Monitoring and Review

The Headteacher and Governing Body will monitor the implementation and effectiveness of this policy annually. The policy will be reviewed in response to any changes in legislation, safeguarding guidance or DfE requirements.

References

- [Department for Education: Mobile Phones in Schools \(Statutory Guidance\)](#)
- [Keeping Children Safe in Education 2026](#)

Linked Policies: Behaviour Policy, Child Protection and Safeguarding Policy, Online Safety Policy, Staff Code of Conduct, Acceptable Use Policy