Himbleton CE Primary School and Nursery

Nurture, Nature, Knowledge:

Enabling inquisitive thinkers and inspired learners with kind hearts.

"Faith, Hope, Love…the greatest of these is Love." (Corinthians 13:13)

"So in everything, do unto others what you would have them do to you." (Matthew 7:12)

"Wise men and women are always learning, always listening for fresh insights." (Proverbs 18:15)

Mobile Phone/Device Policy 2026 – 2027

September 2026

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Introduction and Aims

At Himbleton CE Primary School and Nursery we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use;
- Set 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;
- Potential for lesson disruption;
- Risk of theft, loss, or damage;
- Appropriate use of technology in the classroom.

Note: throughout this policy, 'mobile phones' refers to mobile phones, smart technology and similar devices.

Relevant Guidance

This policy meets the requirements of the Department for Education (DfE) statutory guidance 'Mobile Phones in Schools' (June 2026). Further guidance that should be considered alongside this policy is Keeping Children Safe in Education (September 2026) and the Department for Education (DfE) Behaviours in Schools guidance (February 2024).

Roles and Responsibilities

Staff

- All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy;
- 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 at least every 3 years, reviewing it 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 are responsible for ensuring that they model expectations to pupils by not using their mobile devices in front of pupils during the school day.
- As part of the RSHE curriculum, staff are responsible for teaching pupils about the risks associated with the use of mobile phones in school and more broadly.

Governors

Governors are responsible for ensuring that this policy is reviewed in line with DfE guidance and Keeping Children Safe in Education legislation and DfE guidance around the use of mobile phones in schools.

Parents/Carers

- Parents/carers are responsible for supporting the school's policy on prohibiting the use of mobile phones and should reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.
- Parents/carers are responsible for using the school's official communication channels if they need to share a message with their children during the school day – i.e. school email, telephone, Class Dojo or Arbor.
- Parents/carers are responsible for discussing any exceptional circumstances which require a pupil to bring a mobile device to school.

Where parents have questions or concerns, staff should address these in a timely manner and clearly communicate the reasons for prohibiting the use of mobile phones.

Use of Mobile Phones by Staff

Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone while children are present except for use in emergencies, for example when off site or at Forest School when no other contact method is possible. Use of personal mobile phones must be restricted to non-contact time and to areas of the school where pupils are not present, such as offices or the staffroom.

There may also be circumstances in which it is 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 01905 391231 as a point of emergency contact.

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).

Some school staff may choose to have their school emails on their personal mobile device and must ensure that they adhere to the school's Code of Conduct when using their mobile device for this purpose. In addition, some school staff may choose to have the Class Dojo app on their mobile device. In these circumstances, staff should ensure that they adhere to the school's Code of Conduct when using their personal device.

More detailed guidance on data protection can be found in the school's data protection policy and ICT acceptable use policy.

Safeguarding

Staff must not give their personal contact details to parents/carers 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 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 is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.
If staff choose to access the internet on their personal devices via 4G/5G whilst on school grounds, content should be appropriate in line with the school's Code of Conduct.
Staff will not be permitted to connect mobile phones and devices to the school's network and internet.

Using Personal Mobiles for Work Purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions (including on Class Dojo)
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Forest School emergency contact

On residential school visits, all staff attending will ensure that the school office has their contact details; these will not be given to parents and carers. Any communication from parents and carers will be via the school office who will pass on the message to the member of staff.

In emergency situations, staff on visits and residential visits may need to use their personal devices to contact parents and carers.

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;
- Wherever possible, staff will use the 141 function to ensure that the number is not visible.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

Use of Mobile Phones by Pupils

The DfE's statutory guidance, 'Mobile phones in schools' (June 2026) states:
"All schools should be mobile phone-free environments by default; anything other than this should be by exception only."
Therefore, pupils at Himbleton CE Primary School and Nursery should not bring mobile phones to school except in exceptional circumstances as detailed below.

If a mobile device is brought in school in exceptional circumstances (other than for diabetes' monitoring), this will be collected by a member of staff who will keep the device safe until the end of the school day.

Use of Smartwatches by Pupils

The DfE's statutory guidance, 'Mobile phones in schools' (June 2026), includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their 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 smart watches have wellness and health-related features. Pupils are welcome to wear a smartwatch to school and to wear them during the school day providing that this does not cause a distraction to learning and that they do not have features which enable pupils to receive or send texts, emails or take photographs.

Any smartwatch which does not comply with these regulations will be removed until the end of the school day and returned, by the class teacher, to parents and carers who will be asked to ensure that the device does not return to school.

Exceptions for Special Circumstances

The school may permit pupils to use a mobile phone in school due to exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the headteacher via the school office: office@himbleton.worcs.sch.uk and complete the permission form – Appendix A.
An example of this would be pupils with diabetes who use their phones to monitor their blood sugar or a pupil who needs a mobile device before or after school.

Any pupils who are given permission must then adhere to the school's acceptable use agreement for mobile phone use above – i.e. that the device must not be used to send or receive messages and emails (other than blood sugar readings) or take photographs or that the mobile device is used only before/after the pupil is in school.

Sanctions

- If mobile phones are brought into school, these will be confiscated by school staff and kept safely until they can be returned to parents/carers at the end of the school day. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006 and the DfE's guidance 'Mobile phones in schools' (June 2026)
- If devices are confiscated, this will be done by the class teacher/headteacher. Devices will be kept safely in the school office until the end of the day. The class teacher/headteacher will contact parents to let them know that this is the case and that they should go to the school office to collect the device at the end of the day;
- If pupils continue to bring a mobile device to school when they have been asked not to, a discussion will be held between the class teacher and the pupil so that the expectations are clearly understood. At this point, an appropriate and proportionate sanction may be agreed between the class teacher and the pupil who has chosen to repeatedly disregard the expectations.

DfE guidance also allows school staff to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

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, or when working or volunteering with pupils.

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.
If parents/carers, visitors and volunteers need to use their mobile phone during the school day, this should be done in a school office or in the school's staff room away from pupils.

When parents/carers attend events at school or the church, they are reminded that any photographs they take should be used for personal purposes and should not be shared publicly on social media due to permissions of other pupils who may also be in the photograph.

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

Loss, Theft or Damage

Pupils who bring mobile devices to school in exceptional circumstances must ensure that the phones are appropriately labelled/named and are stored securely when not in use.
Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, 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 devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.
Parents and carers will be made aware of this disclaimer if their child needs to bring a device to school for exceptional purposes, such as medical needs, and will be given a copy of this policy.

Any confiscated phones will be stored in the school office or in a secure location; the school will then be held responsible for loss, theft or damage.
Lost phones should be returned to Mrs Stewart in the school office. The school will then attempt to contact the owner.

Monitoring and Review of the Policy

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:
- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the headteacher in a timely manner.

- This policy will be reviewed at least annually, or sooner according to changes in legislation, by the headteacher alongside our Behaviour and Discipline Policy and submitted to the governing body's Pupil Support Committee for approval.
- All members of staff and parents/carers are required to familiarise themselves with this policy.
- Any changes made to this policy will be communicated to all members of staff and to parents/carers.

The next scheduled review for this policy is **September 2029.**

Appendix A: Permission form allowing a pupil to bring their phone to school due to exceptional circumstances

Pupil Details	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	
Reason for exceptional circumstance request:	

The school has agreed to allow the pupil named above to bring their mobile device to school because they need the phone to support their medical needs.
Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and ensure that the device is not able to send or receive emails, texts and photographs or to connect to the internet for search purposes.
The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

For school use only	
Authorised by:	
Date:	