



Heathfield Schools' Partnership

Mobile Phone Policy

1. Introduction and aims

At Heathfield Schools' Partnership we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life within society for parents/carers and staff, as well as the wider school community. We also acknowledge that some children within our school also have access to mobile phones and similar devices.

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 safeguarding 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
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Relevant guidance

This policy meets the requirements of the Department for Education's (DfE's) [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Responsibility

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, governors, volunteers, children, parents, carers, visitors and contractors. This list is not exhaustive.

4. Use of mobile phones- 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.

Personal use of mobile phones within school

In the vast majority of cases, staff are not permitted to use their personal mobile phone while children are present. 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 the staffroom, PPA room and individual offices).

There may be exceptional circumstances in which it's 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):

- Awaiting a call (e.g. from a health care professional) which would then be taken outside of the classroom.
- In the case of acutely ill dependents or family members

The Co-heads (Helen Child and David Colenso) will decide on a case-by-basis whether to allow for special arrangements. A discussion must have been taken with one of the co-heads prior to a phone being used in sight of children.

If special arrangements are not deemed necessary, school staff can use the school office number (0208.894 3525) as a point of emergency contact.



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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's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

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 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 and Google Bard).

We recognise that for members of staff who are also parents of children at the school, there may be times when they need to share contact details with parents for personal reasons relating to their child. In such cases, staff members must act responsibly, professionally and with caution.

Work-based use of mobile phones in school/during school activities

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

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips, including residential visits

As well as this, members of SST and the SEMH and ASD teams are permitted to have phones with them at all times to ensure they can be contacted and able to react quickly to any incident that occurs within the school.

In any of these circumstances above, staff will:

- Use their mobile phones only as required in an appropriate and professional manner
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers, unless absolutely necessary. If it is deemed necessary to contact parents/carers using a personal mobile phone, 141 must be used before dialling the parents/carers' phone number.

Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Staff must:

- Only use the work phone for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times.

Raising Concerns

Staff should report any usage of mobile devices by any other member staff, parent/carer, visitor or volunteer that causes them concern to the co-heads (Helen Child and David Colenso) or in the case of an allegation concerning one of the co-heads to the Chair of Governors. (See Whistleblowing policy for further info).

Staff that fail to adhere to this policy may face disciplinary action.



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5. Use of mobile phones- Pupils

The DfE's mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Mobile phone use in school

In accordance to this guidance, at Heathfield Schools' Partnership:

- Pupils may be given permission to bring mobile phones into school if there are walking to or from school without parents (Year 6 only).
- The pupil's phone must be switched off and then handed into the class teacher, where it will be kept safe for the entirety of the school day.
- Pupils will have no access to their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.
- If a child attends a club before or after school, their mobile phone must be switched off and kept inside their bag.
- The pupil's phone is left at the owner's own risk and school is not responsible for loss or damage.
- Pupils must not take their phones on school trips or visits.
- Children are not permitted to bring in any other communications devices, such as smartwatches, that could be used to record sound or images, or send or receive messages.
- The school may permit pupils to use a mobile phone in school, due to a medical condition. This will be considered on a case-by-case basis. To request such permission parents/carers should contact the co-heads (Helen Children or David Colenso).

Breaches of the above conditions could lead to the school confiscating the device and withdrawing permission for the child to bring their phone into school. If a device is confiscated it will be held in the school office and will need to be collected by a parent or carer.

Mobile phone use outside of school

Where mobile phones are used to bully or intimidate or otherwise harm others, then a member of SST has the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.' The DfE guidance allows school staff to search a pupil's phone if there is reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury or harm.

Certain types of conduct on a mobile phone can be classified as criminal. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting (this is a non-contact sexual offence that involves taking photos or videos under a person's clothing without their permission)
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation
- Bullying of any form
- Harassment



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6. Use of mobile phones- Parents/carers, Visitors and Volunteers

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 or taking part in school-related activities.

This means:

- Not taking pictures or recordings (including audio recordings) of pupils or staff, unless it's at a public event (such as a school fair or a class assembly) and permission has been given
- Using any photographs or recordings for personal use only, and not posting on social media
- Not using phones in lessons, or when working 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.

Parents/carers or volunteers supervising school trips or residential visits must not:

- During the school trip or residential visit, use their phone to make contact with other parents/carers in relation to the activity they are attending
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil
- Use their phone in anyway which might present a safeguarding risk or pose a threat to the good name of the school

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out above, but must refer any sanctions to a member of staff, as they do not have the power to confiscate devices.

Parents/carers must use the school office as their first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. Loss, theft and damage of any mobile phones

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 phones 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.

8. Monitoring and review

Heathfield 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



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9. Appendix 1: Mobile phone information slip to be shared with visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present
- Do not take photos or recordings (including audio recordings) of pupils or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office or on the school website: <https://heathfieldschoolspartnership.org/federation/policy/>

Approved by:	Co-Heads Helen Child David Colenso Heathfield Partnership Governing Body	Date: 3.3.26
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Last reviewed on:	March 2026
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Next review due by:	March 2027
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