Hazlemere Church of England Combined School and Nursery

Mobile Phone Policy
2026-2028

Prepared by:	*Brian Daniels* *Headteacher*
Approved by:	*Full Governing Body* *October 2026*
Signature of Chair of Governors:	
Status & review cycle	Two year
Date approved:	*13/10/2026*
Review date:	*01/07/2028*

1. Introduction and aims

As of September 2026 we have become a smartphone/watch-free school. We care equally about our children's academic success and their mental health, and the introduction of this new policy is designed to keep all our pupils safe and happy.

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

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

2. Relevant guidance

This policy meets the requirements of the Department for Education's statutory mobile phone guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education 2026

3. Use of mobile phones by staff

The DfE's statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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. 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).

There may be 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):

- 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-case basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01494 521420 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).

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's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.
- Mobile phones may be required for multi-factor authentication; in these instances, a phone may be used and then immediately packed away.

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:

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

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
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

Sanctions

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

4. Use of mobile phones by pupils

The DfE's statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day. At Hazlemere Church of England School, smartphones are banned from the school premises.
Children who walk to and from school independently are permitted to bring in a non-smart phone / brick phone at the Headteacher's discretion **See Appendix 1**. These will be handed in to the school office, locked away and collected at the end of the school day.

Use of smartwatches by pupils

The DfE's statutory guidance: Mobile phones in schools 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.
At Hazlemere Church of England School, smartwatches are banned from the school premises.

Sanctions

If a pupil brings a smartphone into school in breach of the school rules it will be confiscated and retained for a period of two school weeks. School weeks means term-time weeks only; any school holidays (including INSET days) that fall within the retention period will not count towards the two weeks.

- Parents will be informed by the end of the school day on which the device is confiscated and told the date on which it will be returned.
- Confiscated devices will be stored securely and logged with the pupil's name, date and time of confiscation, and the expected return date.
- On the day the retention period ends, the device will be returned to the pupil in person or collected by a parent/carer, as appropriate.

Any concerns about confiscation should be raised with the headteacher in line with the school's complaints procedure.

Safeguarding Concerns

Where a mobile phone or other device is linked to a safeguarding concern, staff must report the matter immediately to the Designated Safeguarding Lead (DSL) and follow the school's Child Protection and Safeguarding and Online Safety policies. Such concerns must be managed as safeguarding matters rather than solely as breaches of the school's behaviour or confiscation procedures.

5. 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:

- Switching the phone to silent whilst on site.
- 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 classrooms, or when working with pupils
- Not using mobile phones during assemblies, productions or concerts

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:

- Use their phone to contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Photography and Recording at School Events

Parents and carers may take photographs or recordings of their own children at school events where permission has been given by the school. Such images and recordings must be for personal or family use only and must not be shared on social media or other publicly accessible online platforms.

Parents and carers must not deliberately photograph or record other children without the school's permission. The school reserves the right to restrict or prohibit photography and recording at particular events where necessary to safeguard pupils.

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the 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.

6. Monitoring and review

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 consider:

- 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

Appendix 1

Appendix: APPLICATION FOR PERMISSION TO BRING A BASIC MOBILE PHONE OR PARENT-OWNED LOCATION TRACKER TO SCHOOL

From September 2026, pupils will not be permitted to bring smartphones or other internet-capable smart devices onto the school site, including for hand-in or storage. For the purposes of this policy, a smart device is any device capable of accessing the internet, applications or social media, regardless of whether these functions have been disabled, restricted or are not currently activated.

Exceptions will only be considered in exceptional circumstances where the device is essential to an agreed medical, SEND or safeguarding plan and prior written permission has been granted by the Headteacher.

APPLICATION FOR PERMISSION TO BRING A BASIC MOBILE PHONE OR PARENT-OWNED LOCATION TRACKER TO SCHOOL

To: Mr Daniels, Headteacher, Hazlemere C of E Combined School & Nursery

Pupil Name: …… **Year: …….**

Please select from the following options, and provide further details and context to support your application below:

A. Basic mobile phone ☐	**B. Parent-owned location tracker** ☐	**C. Exceptional smart device** ☐
• Calls and text messages only. • No internet, applications, social media or camera-based communication. • Required because the child travels independently. • Handed into the School Office on arrival and collected at the end of the day.	• Small, silent and non-wearable. • Concealed inside the school bag. • Available only for pupils who regularly travel independently. • Remains in the bag and must never be removed or used by the pupil. • Strictly prohibited on trips and all off-site activities. • Subject to the full tracker conditions in **Appendix 7** of the Online Safety Policy.	• Considered only where essential to an agreed medical, SEND or safeguarding plan. • Requires a written explanation and supporting information where appropriate. • Conditions determined individually by the Headteacher

Further details and context:

By signing this application, **I agree to the following**:

- The information provided in this application is accurate.
- My child regularly travels independently to and/or from school, which forms the basis of the application.
- The device brought to school will be the exact device described and approved through this application.
- I will inform the school before replacing the device or changing its functions or settings.
- I accept full responsibility for the device, including its charging, subscription, security, accuracy and lawful use.
- I understand that the school accepts no responsibility for loss, theft, damage, battery failure, signal failure or inaccurate location information.
- I understand that permission may be withdrawn at any time if the conditions of the policy are not followed.
- I understand that an approved basic mobile phone must be handed into the School Office on arrival and collected at the end of the school day.
- I understand that an approved location tracker must remain silent, concealed inside my child's school bag and must never be removed, displayed or used by my child.
- My child knows that the tracker is present and understands that I may use it to view their location.
- I will not use tracker information to monitor classroom activity, staff, other pupils or the school's ordinary routines.
- I will remove the tracker before every off-site activity, including, but not limited to, school trips, residentials, sports fixtures, swimming sessions, local walks and transition visits.
- I confirm that the tracker is intended to support my child's independent travel while helping our family delay smartphone ownership in line with the Guiding Digital Childhoods principles.
- I understand that bringing an unauthorised device to school, or breaching any condition of approval, may result in confiscation and withdrawal of permission.

Signed: …….. Date: …… (Parent/Guardian)

Parent/Guardian name (block capitals): ……

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*To be completed and returned by Headteacher

To: ……

APPLICATION FOR PERMISSION TO BRING A BASIC MOBILE PHONE OR PARENT-OWNED LOCATION TRACKER TO SCHOOL

Pupil name: …….. Year: ……

❑ **Approved as a basic mobile phone – office hand-in required**

❑ **Approved as a parent-owned tracker – may remain**

concealed in bag

❑ **Approved as an exceptional smart device – individual conditions**

❑ **attached Not approved**

Signed: …… Date: ……

Mr B Daniels, BBS (Hons), QTS, NPQH