

HURST GREEN PRIMARY SCHOOL



Mobile Phone and Smart Device Policy 2026

Policy for the attention of			
Audience	Key Audience	Optional Audience	Additional/Notes
Senior Leadership Team	✓		
Teachers	✓		
Teaching Assistants	✓		
Administrative Staff	✓		
Lunchtime Supervisors	✓		
Site Manager	✓		
Cleaners	✓		
Governors	✓		
Parents	✓		
Website	✓		
Local Authority	✓		

Responsibility of	FGB
Review frequency	Every year
Previous version	New Policy
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1. Purpose

Hurst Green Primary School is committed to providing a safe, calm and purposeful environment in which every child can learn, flourish and feel secure. To support this, the school operates as a mobile phone-free environment throughout the school day.

Mobile phones can distract from learning, present safeguarding and privacy risks, contribute to bullying and reduce opportunities for positive face-to-face interaction. This policy sets out clear expectations for pupils, staff, parents, visitors and volunteers.

This policy should be read alongside the:

- > Positive Conduct Policy,
- > Child Protection and Safeguarding Policy,
- > Staff Code of Conduct,
- > Online Safety Policy,
- > Educational Visits Policy and
- > Data Protection Policy.

2. Legal Framework

This policy has been written with reference to the Children's Wellbeing and Schools Act 2026, the Department for Education statutory guidance Mobile Phones in Schools, Keeping Children Safe in Education, the Education and Inspections Act 2006, UK GDPR and the Data Protection Act 2018.

3. Definitions

For the purposes of this policy, the term 'mobile phone' includes smartphones, communication-enabled smartwatches and any other personal device capable of making calls, sending messages, accessing the internet, taking photographs or videos, making audio recordings or using communication or social media applications.

Simple watches and fitness trackers, such as Fitbit devices that do not provide communication functions, are permitted.

4. Pupil Use of Mobile Phones

Hurst Green Primary School is a mobile phone-free environment throughout the school day.

Pupils must not access or use mobile phones at any point during the school day. This includes before school once they have entered the school site, during lessons, breaktimes, lunchtimes and whilst remaining on the school site at the end of the day.

The school recognises that some older pupils may require a mobile phone for their journey to and from school. Parents are encouraged to consider whether a basic mobile phone, rather than an internet-enabled smartphone, would meet their child's needs.

Where a pupil brings a mobile phone to school it must:

- > be switched off **before** entering the school site
- > remain switched off throughout the school day
- > be handed to the class teacher immediately on arrival
- > be stored securely by the school throughout the school day
- > be returned by the class teacher at the end of the school day.
- > Pupils **must not** keep mobile phones in bags, coat pockets or on their person during the school day.

5. Smartwatches

Communication-enabled smartwatches are considered mobile phones for the purposes of this policy and must not be worn or used during the school day.

Simple digital watches and fitness trackers **without communication functions** are permitted.

6. Exceptional Circumstances

The Headteacher may approve alternative arrangements where there is a documented medical, safeguarding or other exceptional need. Such arrangements will be reviewed regularly.

7. Breaches of the Policy

Any pupil found using, or in possession of, a mobile phone contrary to this policy will be required to hand the device to a member of staff immediately.

The device will be stored securely by the school until the end of the school day. In cases of repeated breaches or serious misuse, the Headteacher may require the device to be collected by a parent or carer.

Repeated breaches will be managed in accordance with the Positive Conduct Policy.

Where misuse raises safeguarding concerns, the Designated Safeguarding Lead will be informed immediately. Where there are reasonable grounds to suspect that a device contains evidence of behaviour that places a child or others at risk, the school will act in accordance with Department for Education guidance on searching, screening and confiscation.

8. Parents, Visitors and Volunteers

Parents, visitors, volunteers, governors and contractors are asked to support the school's mobile phone-free environment and help maintain a safe and respectful environment for all pupils.

Mobile phones should be kept on silent and should not be used routinely whilst on the school site where pupils are present.

The school recognises that there are occasions when the use of mobile phones is appropriate, for

example during class assemblies, performances, sports days, celebrations and other school events where parents and carers have been invited to attend. On these occasions, parents and carers are welcome to take photographs or videos of their own child for personal use, unless advised otherwise by the school.

Parents and carers are asked to be mindful of other children and families when taking photographs or videos. Images or recordings containing other children should not be shared on social media or other public platforms without the appropriate consent.

Volunteers working directly with pupils are expected to follow the same expectations as members of staff.

Parents wishing to contact their child during the school day should do so through the school office.

9. Staff Use of Mobile Phones

Staff are expected to model responsible use of mobile phones at all times.

Personal mobile phones should be kept on silent (or switched off) and stored out of sight during the school day. Personal use should be limited to breaktimes and only in areas where pupils are not present e.g. in the staffroom.

Legitimate work use includes multi-factor authentication, approved educational applications, playing audio or music to support teaching and learning, educational visits and emergencies. Once the task has been completed, the phone should be returned to silent and stored out of sight.

Where a member of staff needs to keep their mobile phone switched on or immediately accessible because of exceptional personal circumstances, permission should be sought from the Headteacher wherever possible.

Staff must not:

- > use personal mobile phones for personal reasons in the presence of pupils
- > take photographs, videos or audio recordings of pupils using a personal mobile phone unless authorised by the Headteacher or a member of the Senior Leadership Team for a specific school purpose. Any images or recordings must be transferred to the school's approved storage system as soon as reasonably practicable and permanently deleted from the personal device immediately afterwards.
- > store confidential or personal school information on a personal device unless authorised
- > enter confidential or personally identifiable information into generative AI tools unless authorised under the school's guidance
- > share personal contact details with pupils or communicate with pupils through personal messaging services or social media.

10. Educational Visits

These expectations apply during educational visits. Staff may use mobile phones where necessary for communication, navigation, emergency contact or other legitimate educational purposes. Pupils must

continue to follow this policy unless alternative arrangements have been approved by the visit leader and Headteacher.

11. Loss, Theft and Damage

The school accepts no responsibility for the loss, theft or damage of personal mobile phones brought onto the school site. Devices held by the school will be stored securely. Lost devices should be handed to the school office.

12. Monitoring and Review

The Headteacher is responsible for implementing and monitoring this policy. It will be reviewed annually, or sooner if legislation or statutory guidance changes.