



HERSCHEL GRAMMAR SCHOOL

Mobile Phone Policy

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LGB

Author:

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***subject to any relevant changes in legislation or other appropriate guidelines**

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1. Introduction and aims

At Herschel Grammar School 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. Mobile phones can be valuable tools for learning, organisation, research, and communication when used responsibly. All mobile phone use must align with school expectations and should never disrupt the learning environment.

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 online safety, 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
- 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 and similar devices.

2. Relevant guidance

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

3. Roles and responsibilities

3.1 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, where appropriate.

The Assistant Headteacher/Pastoral Lead is responsible for monitoring the policy every 3 years as a minimum, 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 restrictions on the use of mobile phones in school.

3.2 Governors

The Local Governing Board (LGB) are involved in reviewing this policy every 3 years.

4. Use of mobile phones by staff

The DfE's non-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.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone for personal reasons except in exceptional circumstances, 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 not exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The headteacher or deputy 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 01753520950 as a point of emergency contact.

4.2 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).

4.3 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 are allowed to use their personal devices to take photos or videos of pupils' work, or activities pupils are engaged in if they have consent from the pupil. Where personal devices are used to take photos for the school social media, school website or for learning purposes, these photos must be deleted from the member of staff's phone straight away once uploaded.

4.4 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
- Taking registers
- Use of multi-factor authentication
- Emergency evacuations/ Sheltering
- 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
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or school communication systems.

4.5 School phones

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

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions 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, in line with our staff code of conduct

4.6 Sanctions

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

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

Pupils should not use their mobile phones when they are on the school site, including before school, during lessons, in the time between lessons, at breaktimes, at lunchtimes and after school.

Our school's approach to pupils bringing mobile phones to school:

- Pupils can keep mobile phones with them, on the condition they are never used, seen or heard.
- Pupils can store their mobile phones securely in their lockers.
- Sixth Form pupils are allowed to use their mobile phones when in the 6th form block only.
- Pupils are allowed to use their mobile phones for learning purposes if approved by the subject teacher. For example, for interactive quizzes, access to Microsoft teams, authenticator app, photographs of work.
- On all off site visits the default position remains that phones must not be used or seen, including during coach travel. Any change from this position is at the discretion of the lead teacher on the activity

5.1 Use of smartwatches by pupils and smart glasses

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.

Smart glasses are glasses that have technology built in that allows photos and videos to be taken without authorisation. For example, Meta Ray Ban glasses.

Our school's approach to bringing smartwatches and smart glasses to school, and to wearing and/or using them during the school day:

- Smartwatches can be worn during the school day and used for time purposes, as well as wellness purposes for example in Physical Education.
- Smartwatches that are used to communicate with others during the school day will be confiscated by staff just like a mobile phone
- Smart glasses are not permitted to be worn in school as they have the potential to breach the school's safeguarding and privacy rules.

5.2 Exceptions for special circumstances and for Sixth Form pupils

Some pupils will have circumstances where they need to check their phones during the school day. For instance:

- Young carers who need to be contactable
- Pupils with diabetes who use their phones to monitor their blood sugar or any other medical need.
- Sixth Form pupils (but only in the Sixth Form building)

The school may permit pupils to use a mobile phone in school, in exceptional circumstances. This will be considered on a case-by-case basis. To request such permission, pupils or parents/carers should contact the appropriate Head of Year.

Any pupils who are given permission must then adhere to the school's code of conduct for mobile phone use during the school day (see appendix 1).

Sixth Form students are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones out of sight of younger pupils in the Sixth Form building. Misuse of mobile phones by students in the Sixth Form will lead to sanctions in accordance with our behaviour policy.

5.3 Sanctions

If a pupil breaches this policy, sanctions could include:

- Behaviour points on class charts
- Confiscation- where the phone is collected at the end of the day by the pupil
- Confiscation for a period of time- where the phone is collected by a parent
- Contact home to parents/carers
- Internal Suspensions
- Fixed-Term Exclusions

Members of school staff are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act (2006)

- If a phone is confiscated the pupil can collect this at the end of the day at reception.
- For pupils who breach the mobile phone policy regularly, parents will be asked to come to collect the pupil's phone from reception.

Certain types of conduct, bullying or harassment using mobile phones can be classified as criminal conduct. 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
- 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

6. 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 without consent
- 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 with pupils

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.

7. Loss, theft or damage

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.

Confiscated phones will be stored in the school office in a secured location.

Lost phones should be returned to Reception. The school will then attempt to contact the owner.

8. 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 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 Assistant Headteacher (Pastoral Lead) in a timely manner.

9. Appendix 1: Code of Conduct for Sixth Form Students and other pupils allowed to use their phones to school due in exceptional circumstances

You must obey the following rules if you are allowed to use your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent') unless you are a young carer
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your mobile phone number with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.
14. For Sixth Form students: responsible phone use is permitted in the Sixth Form Centre, but nowhere else on the school site. Sixth form students complete an online form to confirm their understanding of and compliance with school policy.

10. Appendix 2: Permission form allowing a pupil to use their phone in school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and the Behaviour Policy.

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:	

11. Appendix 3: Template mobile phone information slip for visitors

Display on sign in screen

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. If you must use your phone, you may go to the staff room or use a space where there are no pupils
- Do not take photos or 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.
