Mobile Phone Policy

1. Introduction and aims

At The Hamble School we recognise that mobile devices, including mobile phones, smart phones and smart watches, are an important part of everyday life for our students, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for students, staff, parents/carers 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 and smart watches 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
- Continual notifications which distract students from learning

2. Roles and responsibilities – Staff

All staff (including teachers, support staff and supply staff) are responsible for 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 Deputy Headteacher is responsible for monitoring the policy, reviewing it every 2 years, and holding staff and students accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present or during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present (such as the staffroom / offices). There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. 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 as a point of emergency contact.

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

3.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, 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 students.

Staff must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

3.4 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:

- 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 students, their work, or anything else which could identify a student.
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or the mobile phone provided for the trip/ visit.

3.5 Work phones

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

3.6 Sanctions

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

4. Use of mobile phones and smart watches by students

Students are allowed to carry a mobile phone or wear a smart watch for use to/ from school. However, they must be in their bags during the school day, turned off. Mobile phones must not be carried in blazer or trouser pockets. If a student needs to contact a parent/ carer during the school day due to personal reasons or medical needs, they must do so using a school telephone with the Pastoral Team.

Any variation on the use of mobile phones by students must be approved by the Headteacher.

4.1 Sanctions

Any student in breach of the policy outlined above will have their mobile device confiscated. Schools are permitted to confiscate phones from students under section 91 and section 94 of the Education and Inspections Act 2006.

Students will then be able to collect the mobile phone or smart watch in accordance with our confiscation guidelines and a sanction will be applied. Sanctions will be applied in line with the school's behaviour and mobile phone polices. If a student has their mobile phone confiscated twice, they will be required to hand in their mobile phone to designated staff at the start of each school day; this will be for a fixed period of time. We cannot take responsibility for any phone or smart watch which is lost or damaged.

Staff have the power to search students' phones, as set out in the DfE's guidance on searching, screening and confiscation. This should be read in conjunction with our school Child Protection and Safeguarding Policy. If inappropriate content is found on a phone, or if we suspect inappropriate behaviour, parents/ carers and/or the police will be contacted where necessary.

Certain types of conduct, including bullying or harassment, 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

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must also adhere to the policy. This means:

- Not taking pictures or recordings of students, unless it is 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 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:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of students, their work, or anything else which could identify a student

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.
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. Loss, theft or damage

The school accepts no responsibility for mobile phones or smart watches that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school.

Confiscated phones and smart watches will be stored in the school office in a secure box.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account feedback from Governors.

Title of Policy	Mobile Phone Policy
Review Cycle	Annual
Policy reviewed by	Deputy Headteacher
Committee responsible	L&A
Date of approval by committee	Straight to FGB
Date of approval by FGB	24 March 2026
Interim review	November 2026
Date of next review by FGB	March 2027