



Hamble Primary School Mobile Phone Policy

This policy should be read alongside our school aims, which are based on the Convention on the Rights of the Child and Oxfam's definition of a Global Citizen.

Name of School	Hamble Primary School
Date of Policy Review	September 2026
Date of Next Review	September 2029
Name of Responsible Manager	Mrs C Wilding
Name of Headteacher	Mrs C Hewitt

1. Introduction & aims

At Hamble Primary 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
- 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 Headteacher is responsible for monitoring the policy, reviewing it every 3 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).

3.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students, including connecting through social media and messaging apps without permission from the Headteacher.

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.

3.6 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

Hamble Primary School understands that many parents wish their child to have a mobile phone or smart watch in their possession as they make their way to and from school each day. This reflects parental concerns where students travel to school on their own. We also understand that many parents rely on the functionality of 'smart phones and smart watches' such as tracking software or communication apps to keep in touch with their child at these times of the day.

Smart phones will not be allowed on school grounds for any children. Parents will be called and asked to come and collect their child's phone should they bring it into school.

Children who travel to or from school independently may bring a simple, non-smart mobile (just calls/texts), with permission. These must be handed over to the class teacher on arrival to school and collected at the end of the school day.

Smart watches are not permitted in school.

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

There will be a sign for all parents/carers, visitors, volunteers and contractors to read in main reception when signing in.

Parents/carers or volunteers attending school trips/local 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

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.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare.