

# MOBILE PHONE POLICY

*February 2026*

A large decorative graphic on the right side of the page is composed of several overlapping triangles in shades of blue, orange, green, red, and cyan. The largest triangle is a dark blue one that points towards the top right corner.

**"EVERYONE EXCELS EVERYDAY"**

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## INTRODUCTION

At Hollingworth Academy, we recognise that mobile phones, including smartphones, are a common part of everyday life for pupils, parents/carers, staff and the wider academy community. However, we are also aware that their increased use has created a number of challenges for schools across the UK.

This policy sets out the academy's expectations regarding the possession and use of mobile phones, and explains how the academy will respond if these expectations are not followed.

The academy will promote the safe, responsible and appropriate use of mobile phones, and model these expectations within the academy community by:

- Providing clear guidance on mobile phone use for pupils, staff, parents/carers and volunteers.
- Supporting and aligning with the academy's wider policies, particularly those relating to safeguarding and behaviour.

This policy also seeks to address the challenges that mobile phones can present in schools, including:

- Risks to child protection and safeguarding.
- Data protection concerns.
- Disruption to teaching, learning and the wider school environment.
- The potential for theft, loss or damage of devices.
- Ensuring technology is used appropriately and safely in the classroom.

## ROLES AND RESPONSIBILITIES

### 2.1 STAFF

All staff, including teachers, support staff and supply staff, are responsible for consistently enforcing this policy.

Volunteers or any other individuals working with the academy must inform a member of staff if they witness, or become aware of, any breach of this policy.

## 3. USE OF MOBILE PHONES BY STAFF

### 3.1 PERSONAL MOBILE PHONES

There may be limited circumstances where it is appropriate for a member of staff to use their personal phone during the school day, such as:

- Emergency contact from their child or their child's school.
- Urgent situations involving dependents or close family members.
- Essential communication that cannot reasonably take place outside school hours.

Decisions on the use of personal mobile phones in these situations will be determined by the Headteacher.

### 3.2 DATA PROTECTION

Staff must not use personal mobile phones to process personal data or any confidential school information. This includes entering such data into generative AI tools or chatbots.

Further guidance can be found in the Data Protection and ICT Acceptable Use Policy on Every.

### 3.3 SAFEGUARDING

Staff must not share their personal contact details with parents/carers or pupils, including through social media or messaging applications.

Staff should also avoid publishing personal contact details on social media platforms or websites.

Personal mobile phones must not be used to take photographs or recordings of pupils. Any required images or recordings must be taken using approved school equipment.

### 3.4 USE OF PERSONAL PHONES FOR WORK PURPOSES

In specific circumstances, it may be appropriate for staff to use their personal phone for work related purposes, such as:

- Emergency evacuations.
- Supervising off-site visits.
- Supervising residential visits.

In such cases, staff must:

- Use their phone in a professional and appropriate manner, in line with the Staff Code of Conduct.
- Not take photographs or recordings of pupils.
- Avoid contacting parents/carers directly; all communication must go through the academy office or, during visits, the designated academy mobile phone.

### 3.5 WORK PHONES

Some staff may be issued with an academy mobile phone for work purposes.

Only authorised staff may use these devices, and they must not be shared without permission. Staff must:

- Use the device strictly for work related communication and tasks.
- Ensure all conduct and communication using the device is professional and appropriate at all times.

### 3.6 SANCTIONS

Failure to adhere to this policy may result in disciplinary action.

## 4. USE OF MOBILE PHONES BY PUPILS

For safeguarding and to maintain a focused learning environment, the unsanctioned use of mobile phones is strictly prohibited anywhere on academy premises, including all outdoor areas. While we recognise that many pupils own mobile phones and some may bring them for safety when travelling to and from the academy, phones must be switched off and kept out of sight before entering the building and must remain so until pupils leave at the end of the school day.

Additionally, if a mobile phone is visible to a member of staff, even when not in use – the mobile phone will be confiscated in line with the sanctions outlined in 4.1.

Mobile phones can cause significant disruption to learning, present safeguarding risks and contribute to instances of bullying.

If parents or carers need to contact their child urgently, they should phone the academy office, and the message will be passed on.

Pupils who need to contact home for an urgent and appropriate reason will be permitted to use an academy telephone.

There may be rare and specific occasions where staff allow mobile phone use, for example in certain creative subjects or learning activities. These instances must be explicitly authorised by the teacher.

## 4.1 SANCTIONS

Any pupil seen with, or using, a mobile phone during the school day will have the device confiscated. *(Schools are permitted to confiscate mobile phones under Sections 91 and 94 of the Education and Inspections Act 2006.)*

Sanctions will be applied as follows:

- Refusal to hand over a phone when requested will result in further sanctions.
- Removing SIM cards, batteries or otherwise attempting to avoid confiscation will be treated as refusal and sanctioned accordingly.
- **FIRST OFFENCE:** Phone confiscated and collected by the pupil at the end of the day.
- **SECOND OFFENCE:** Phone confiscated and collected by the pupil at the end of the day.
- **THIRD OFFENCE:** Phone must be collected by a parent or carer at the end of the school day.
- **SUBSEQUENT OFFENCES:** Phone must be collected by a parent or carer at the end of the school day.
- All confiscated phones will be clearly labelled and stored securely in the academy.

Staff may search phones following DfE "Searching, screening and confiscation" guidance. The DSL or a member of SLT must authorise any search.

Criminal conduct will be taken extremely seriously and may involve the police. Examples include:

- Sexting (consensual or non-consensual sharing of nude or semi-nude images).
- Upskirting.
- Threats of violence.
- Abusive or discriminatory communication.

To maintain a focused and disruption-free learning environment, pupils are required to hand in their mobile phones upon entering the LINK room and for the full duration of any detention. Phones will be collected by the supervising staff member at the start of the session and securely stored until pupils are dismissed. Failure to follow this expectation will be treated as non-compliance with school policy and may result in further sanctions.

Relevant policies are available on the Hollingworth Academy website.

## 5. USE OF MOBILE PHONES BY PARENTS/CARERS, VOLUNTEERS AND VISITORS

Parents/carers, visitors and volunteers are expected to follow the same standards that apply to staff when on the academy site. This includes:

- Not taking photographs or recordings of pupils, except at public events where permission has been explicitly granted or where the images feature only their own child.
- Ensuring that any photographs or recordings taken at permitted events are for personal use only and are not shared online without appropriate consent.
- Refraining from using mobile phones in lessons or in any situation where they are working directly with pupils.
- Parents/carers must use the academy office as the first point of contact if they need to speak with their child during the school day and must not contact pupils on their personal mobile phones.

## 6. LOSS, THEFT OR DAMAGE

Pupils must ensure that mobile phones are switched off and stored securely while on academy premises.

Hollingworth Academy does not accept responsibility for any mobile phone that is lost, damaged or stolen on academy grounds, during transport, or while on visits or trips.

Any phones confiscated under this policy will be stored securely in a locked safe.

Lost phones should be handed in to Reception, where the academy will make reasonable efforts to identify and contact the owner.

## 7. MONITORING AND REVIEW

Hollingworth Academy is committed to ensuring that this policy supports pupil safety, behaviour and learning. When reviewing the policy, the academy will consider:

- Feedback from parents/carers and pupils.
- Feedback from staff.
- Behaviour and safeguarding records.
- Relevant guidance from the Department for Education, the local authority or other appropriate organisations.