Hollybrook Infant and Junior Schools

Mobile Phone Policy

Dream, Believe, Achieve, Care

At the Hollybrook Schools we aim to ensure that learning is meaningful, stimulating and challenging, reflecting the ever-changing world around us. We want to empower children to be independent, resilient, creative, collaborative, responsible and feel valued as members of the community with a passion for learning. We believe in educating the whole child, nurturing every child's talents to realise their potential and achieve their dreams.

Date Policy Written/Reviewed:	October 2025
Reviewed by:	Vince Mckeown
Review Frequency:	Annually
Next Review:	October 2026

Approved by: _____(Headteacher)_ **Date:**_____

The Hollybrook Schools – Mobile Phone Policy

This policy supports the Anti-bullying, Child Protection, Safeguarding, E-safety and Acceptable Use policies.

Introduction
At the Hollybrook Schools the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.
Please note: this policy refers to ALL mobile communication devices and other electronic devices with imaging and sharing capabilities.

Scope
This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, governors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive. This policy should be read in conjunction with the Anti-bullying, Child Protection/Safeguarding, E-safety and Acceptable Use policies.

Our aim is that all practitioners:

- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are responsible for self-moderation of their own behaviours.
- Are aware of the importance of reporting concerns promptly.

Personal Mobile Phones – Staff
Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made during non-contact periods away from the children.
Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, cupboard or handbag) during class time.
Mobile phones should not be seen in any space where children are present (e.g. classroom or playground).
Use of phones (including sending/receiving texts and emails) should be limited to non-contact time when no children are present e.g. in the staff room, the PPA room or other empty rooms.
It is also advised that staff should security protect access to functions on their phone.
Should there be exceptional circumstances (e.g. acutely sick relative) staff should inform the Headteacher so that they can have their phone in case of having to receive an emergency call.
Staff are not permitted at any time to take photographs or record school images on their mobile phones, for example: photographing or recording children performing. Legitimate recordings and photographs should be captured using school equipment such as cameras and i-pads.
Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Staff should understand that failure to comply with this policy is likely to result in the enforcement of the Whistleblowing Policy and associated procedures. The school cannot take responsibility for items that are lost or stolen.

Mobile Phones for Work Related Purposes
Site staff and SLT may need to use their phones on site to take photographs of items (e.g. broken equipment, flooding drains etc) or to access CPOMS, but never to take photographs or videos of children.

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff must ensure that:
Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).
Where parents are accompanying school visits, they are informed not to make contact with other parents (via calls, texts, email or social networking) during the visit or use their mobile device to take photographs of children and to sign to say that they have read, understood and will follow this guidance. (Appendix 1)

Personal Mobile Phones – Year 6 Pupils
We recognise that mobile phones are part of everyday life for many children and that they can play an important role in helping pupils feel safe and secure. However, we also recognise that the can prove a distraction in school and can provide a means of bullying or intimidating others if used inappropriately. We therefore do not allow children younger than Year 6 to have a mobile phone in school unless by prior arrangement with a member of the senior leadership team. Older pupils may begin to walk to or from school on their own (Year 6), and for safety reasons, parents/carers may want their child to have a mobile phone with them on this journey. For this purpose, Year 6 pupils are allowed to bring a mobile phone into school at the discretion of their parents. It is the responsibility of the pupil to ensure that the phone is kept safe and the school cannot be held responsible if a phone is lost or stolen. It is not advisable for pupils to bring expensive phones into school. Parents/carers who wish for their child to bring a mobile phone into school, are requested to complete the school's Mobile Phone permission slip. (Appendix 2)

When a child needs to bring a mobile phone into school, a permission slip (Appendix 2) must be signed by the parent and the phone must be turned off and left in the mobile phone box in their classroom at the start of the day and collected at the end of the day. Phones should be clearly marked by parents/children so that each pupil knows their own phone. Parents are advised that The Hollybrook Schools accept no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the senior leadership team until the relevant documentation is in school. The pupil may collect the phone at the end of the day. A letter will be sent home to parents requesting a permission slip be returned the next day (Appendix 3). If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.

If a pupil is found taking photographs or video footage with a mobile phone of other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our behaviour policy. If images of other pupils or teachers have been taken, the phone will not be returned to the pupil until the

images have been removed by the pupil in the presence of a senior teacher.

Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Volunteers, Visitors, Governors and Contractors
All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around use of mobile phones.

Parents/Carers
While we would prefer parents not to use their mobile phones while at school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones whilst on the school site is courteous and appropriate to the school environment. We allow parents to photograph or video school events such as shows or sports day using their mobile phones – but insist that parents do not publish images on any public sites such as Facebook or other social media, that include any children.

Appendix 1

Mobile Phone School Visit Guidance

Dear Parent/Carer,

Thank you for agreeing to accompany us on this visit. To help keep us safe as well as yourself, there are a few things to remember:

- Please do not use your mobile phone or device at any point during the trip for phone calls, texting or internet usage (this includes social media), except for in an emergency situation.
- Please do not take photographs of children, even if your own child is on the trip.
- If you see a child with a phone on the trip – please report this to a staff member.
- In an emergency please telephone the school office:
  023 8077 1528 or 023 8077 2781

Thank you for supporting us with the above and we hope you have a lovely time with the children.

Yours sincerely



Marcella Dobson
Headteacher

……

MOBILE PHONE SCHOOL VISIT GUIDANCE

- I agree that I will not use my mobile device to take any photographs of children
- I agree that I will not contact any parents whilst on the trip – even if there is an emergency
- I will not upload anything from this trip onto social media – even if there is an emergency
- I have read and understood the guidance and its implications

Signed……Print……..Date…….

PLEASE RETURN PERMISSION SLIP TO THE TRIP LEADER. THANK YOU

Appendix 2

Mobile Phone Permission Slip

Dear Parent/Carer,

In accordance with our Mobile Phone Policy, if your child is bringing in a mobile phone to school, please could you sign the form below to give your permission for your child to do this, and remind them of the policy:

- Your child needs to put their phone in the phone box in the morning.
- The school bears no responsibility for the loss or damage to a mobile device.
- Your child's phone should be appropriately marked so that they can recognise it.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone to school.

Thank you

Yours sincerely

Marcella Dobson
Headteacher

……

MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)……..in class……

To bring their mobile phone into school.

We have read the policy and understood its implications

Signed……Print……..Date…….

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU

Appendix 3

Mobile Phone Letter

Dear Parent/Carer,

It has been brought to our attention that your child has been bringing in a mobile phone to school without having the consent letter signed by you. We have requested that your child ask that you complete the consent form to allow them to continue bringing their phone into school. We thank you for your co-operation.

In accordance with our Mobile Phone Policy, if your child is bringing in a mobile phone to school, please could you sign the form below to give your permission for your child to do this, and remind them of the policy:

- Your child needs to put their phone in the phone box in the morning.
- The school bears no responsibility for the loss or damage to a mobile device.
- Your child's phone should be appropriately marked so that they can recognise it.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone to school.

Thank you

Yours sincerely

Marcella Dobson
Headteacher

……

MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)……..in class……

To bring their mobile phone into school.

We have read the policy and understood its implications

Signed……Print……..Date…….

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU