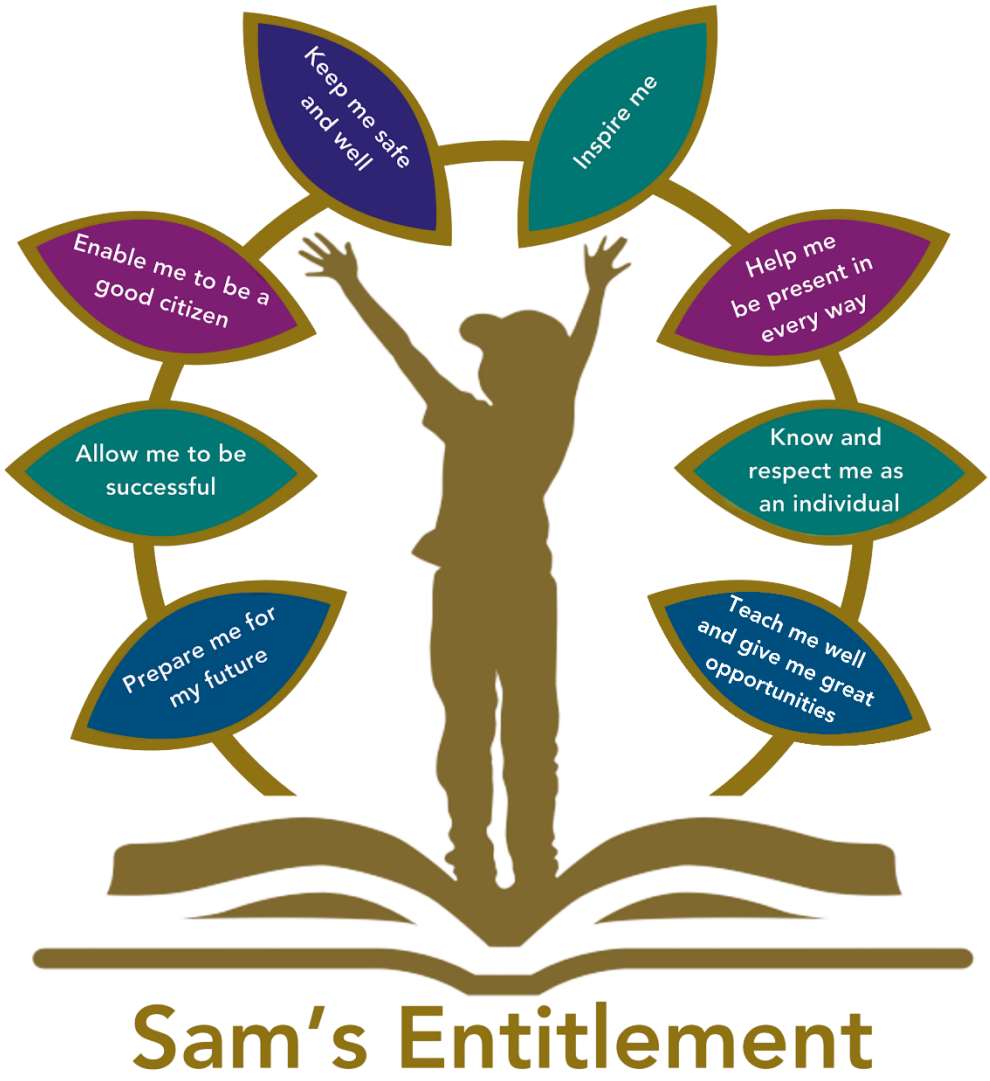
Mobile Phone Policy

Reviewed on	October 2026	Review frequency	Annually
Next review due	October 2027	Template Yes / No	Yes
Owner	Annette Hixon	Approved by	HET

History of Policy Changes

Date	Page	Change	Origin of Change
Oct 26		Addition of section relating to the use of location tracking devices	

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Introduction

Hamwic Education Trust (HET) believe that all pupils should receive a high quality, enriching, learning experience in a safe and inclusive environment, which promotes excellence through a broad curriculum that prepares them for their future and opens doors to a diverse array of opportunities as well as that all pupils and adults within HET flourish as individuals and together. This policy sets out the expectations for pupils regarding mobile phones in Wordsworth Primary and Nursery School.

1. Scope

This policy is specifically for parents and children at Wordsworth Primary and Nursery School.

Separate mobile phone expectations are written for HET staff in the Acceptable use of IT policy and the Employee Handbook (item 7 section 1).
This policy covers all parts of the school day, including social times.

2. Definitions

- Mobile phone includes telephones, tablets and other communication devices (such as smartwatches) that allow for sending and receiving messages or notifications, recording or videoing.
- DfE refers to the Department for Education
- Governors refers to the local governing committee for this school
- Pupils refers to all children on roll at Wordsworth Primary and Nursery School.

3. Responsibilities

- It is the Headteacher's and Local Governors' responsibility to ensure this policy remains up to date with DfE expectations.
- It is the parents'/carers' responsibility to ensure that children follow the expectations of this policy.
- It is responsibility of all school staff (including those who are contracted by agencies) to ensure this policy is enacted accurately and consistently
- It is the pupils' responsibility to comply with expectations and behaviours in this policy

4. Use of mobile phones by pupils

The DfE expect that all schools should be mobile-free environments for pupils. This is to ensure that interruptions to learning are minimised and that behaviour is not adversely affected by the access to a range of media and communication supported by mobile phones.

In line with DfE guidance, our expectations are that mobile phones should not be brought to school. If a staff member sees a pupil with a mobile phone or hears a mobile phone ringing in a child's bag, it will be removed and taken to the main school office where it can be collected by a parent. A phone will not be returned directly to the pupil. Any sanction will be issued to the pupil in line with the school behaviour policy.

We recognise that some older pupils travel to and from school alone, and parents require children to carry a mobile phone as part of keeping them safe.

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In our school we believe children up to age of 10 years old, should be travelling to school with an adult. Therefore, the exception below refers to pupils in years 5 & 6 after the child's 10th birthday.

- Parents must submit a request form (attached to this policy) annually should they wish their child to bring a phone to school
- Pupils must put their phone in to the school phone safe boxes when entering the school building at the beginning of the day and collect it at the end of the day. They must not take their phone anywhere else in the building.
- Phones handed in will be switched off, not simply put into a silent mode
- Pupils must adhere to the Code of Conduct/Acceptable use of phone agreement for pupils (set out in Appendix 1)
- Pupils must secure their phones using passwords/codes to protect against the phone's functions. Phones should be labelled or demarcated in some way to make them easily identifiable.

Where pupils do not follow the policy as set out above, the behaviour policy will be applied in addition to removing the phone.

Headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item as set out in legislation (Education Act, 2006) or any item identified in the school rules as an item that may be searched for. This applies to mobile phones as stated in our behaviour policy. Staff should refer to the government guidance on searching, screening and confiscation in schools guidance regarding searching a pupil.

5. Use of Location Tracking Devices

We understand that location tracking devices, such as Apple AirTags and similar products, can provide reassurance to parents and carers, particularly where pupils travel independently to and from school.

However, we are concerned about:

- **Unauthorised tracking**: where a pupil is tracked without their knowledge, or where location information is accessed by a person who does not have appropriate authority to do so. Tracking devices may also inadvertently provide information about the location or

movements of other pupils or staff who have not consented to being tracked in this way.

- **Additional functions**: some tracking devices include alarms, two-way communication, microphones, remote listening capability or other functions that may be disruptive and can raise safeguarding, privacy and data protection concerns.
- **Increasing anxiety**: disruptions to expected location data – due to unavoidable changes of route or plan (e.g. on a school trip), loss of a device, poor connectivity or malfunction – can cause anxiety for parents/carers and may also place pressure on pupils and staff who are aware of parental concerns regarding a pupil's location.
- **Safeguarding, privacy and data protection:** the use of location tracking devices in school or during school activities may compromise the privacy of pupils, staff and visitors and may interfere with the school's ability to maintain appropriate safeguarding arrangements.

In line with our approach to mobile phones, pupils may carry a location tracking device when travelling to and from school where parents or carers consider this appropriate.

However, location tracking devices are not to be accessed, activated, monitored or used on school premises, during the school day, on school trips, educational visits, residential visits or at any other school-organised activity unless an exception has been agreed in advance under the arrangements set out below.

Where a pupil brings a location tracking device to school for use whilst travelling to or from school, it must be stored under the same arrangements that apply to mobile phones. The device must not be accessed, activated or used during the school day and should be switched off where this is possible.

6. Contacting your child in the school day

We recognise that there are times when a parent wishes to contact a pupil for an urgent reason in the school day. The office will prioritise urgent messages to children ensuring these are delivered verbally and/or in writing (for older pupils) where appropriate.

7. Exceptions to the policy

There will be exceptional occasions where a pupil might require their phone, for example due to monitoring a diagnosed medical condition. In these situations, the parent should contact the Headteacher so that an appropriate plan can be put in place.

Residential visits and school trips

The above policy applies to all school day visits.

Residential visits will be considered on a case-by-case basis, and the use of mobile phones will be communicated to parents ahead of the visit. Once parameters have been set, anyone not complying with these will have their phone confiscated for a period of time as deemed appropriate by the visit leader and will be subject to the school behaviour policy.

8. Monitoring & Review

This policy will be reviewed biannually by Governors and the Headteacher of Wordsworth Primary and Nursery School. Where updates from government are provide ahead of a review date, the policy will be updated accordingly.

9. Link to other HET policies and government guidance

Acceptable use of IT policy – Employees. 2025-2025 (HET)
Acceptable use of IT policy – Pupils. 2025-2025 (HET)
Behaviour Policy
Education and Inspections Act 2006, Section 89
Employee Handbook 2025- 2026 (HET)
Equalities policy 2024-2024 (HET)
First Aid and Medical Conditions Policy 2025-2026 (HET)
Mobile phones in Schools – DfE guidance Feb 2026 Mobile phones in schools - GOV.UK
Searching, Screening and Confiscation DFE July 2022
Visitor Guidance School

10. Appendices

Appendix 1: Code of Conduct/Acceptable use of mobile phone agreement for pupils

Appendix 2: Parental agreement template

Wordsworth Primary and Nursery School Code of Conduct/Acceptable use of mobile phone agreement for pupils

You must agree to follow the school rules if you bring your mobile phone to school:

1. Only pupils in years 5 & 6, once they are 10 years old are permitted to bring mobile phones to school if they are travelling to or from school by themselves.
2. Phones must be switched off (not just put on 'silent').
3. You must hand your phone into the school office as soon as you arrive on the school premises.
4. You may not use your mobile phone on the school premises. This is to protect the privacy and welfare of other pupils.
5. You must not take photos or recordings (either video or audio) of school staff or other pupils in their school uniform for any purposes.
6. Avoid sharing your contact details with people you don't know, and do not share other people's contact details without their consent.
7. Do not share your phone's passwords or access codes with anyone else.
8. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
   - Email
   - Text/messaging app
   - Social media
9. Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
10. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you are not in school.
11. Do not 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.
12. You must comply with a request by a member of staff to switch off or hand over a phone. Refusal to do this is a breach of the school's behaviour policy.

Wordsworth Primary and Nursery School Permission form allowing a pupil to bring their phone to school

Please only hand this permission slip in at the school office.

PUPIL DETAILS	
Pupil name	
Year group	
Class	
Parents/Carers name(s)	

The school has agreed to allow pupils in years 5 & 6, after their 10th birthday to bring their mobile phone to school because they travel to or from school by themselves.

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct/acceptable use agreement.

The school reserves the right revoke permission if pupils do not abide by the policy.

Parent signature: _____ Date: _____

Pupil signature: _____