



Mobile Phone & Smart Device Policy

(“LBM Mobile Phone & Smart Device Policy”)

(adopted in full by Holy Trinity)

Date ratified	March 2026
Committee Responsible for Policy	Children, Families and Community
Date to be updated	March 2027
Headteacher Signature	
Chair of Governors/ Committee Signature	

Growing together as children of God

At Holy Trinity C of E Primary School:

- we want our pupils to **grow** in confidence, independence, resilience and knowledge, so that all achieve their full potential and develop a life-long love of learning and of the world around us.
- we work **together** with families, community and church to model positive relationships, supporting each other and acknowledging that we are stronger when we work together.
- we are growing together as **children of God**, strengthening our faith, secure in the knowledge we are unique, loved and cherished

Biblical Basis of Policy

Colossians 1:9-12

We continually ask God to fill you with the knowledge of his will through all the wisdom and understanding that the Spirit gives, so that you may live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God, being strengthened with all power according to his glorious might so that you may have great endurance and patience, and giving joyful thanks to the Father...

Mobile Phone & Smart Device Policy

(DfE-aligned, January 2026)

Purpose and Scope

This policy sets out how our school ensures a calm, safe and supportive environment for learning by operating as a mobile-phone-free environment by default for the entire school day, including lessons, transitions, breaktimes and lunchtimes (DfE, “Mobile phones in schools”, updated 19 January 2026).

- Applies to: pupils, staff, volunteers, contractors and visitors while on school premises and during school activities off-site (e.g., trips).
- Devices covered: mobile phones and smart devices with similar functionality (e.g., messaging/notifications, audio/video recording, smartwatches).

1. Definitions

Mobile phone: any handheld device capable of voice calls, messaging/notifications, or audio/video recording.

Smart device: wearables (e.g., smartwatches) or other devices with communication/notification or recording functions.

School day: from arrival on site until departure after the final timetabled session, including breaks and transitions.

2. Policy Requirements

Pupil Mobile Phone Expectations –

3.1. (b) Phone Drop-Off on Arrival (Central Collection)

- Pupils may bring a phone solely for travel/safety but must hand it in to the class teacher on arrival.
- Devices are stored securely and returned at the end of the school day.

The school remains phone-free during the school day; expectations are communicated and applied consistently; reasonable adjustments (Section 5) may apply where needed.

2.1. Staff Expectations

- Personal devices are off/silent and out of sight in pupil areas during contact time, unless expressly authorised for operational reasons.
- Staff do not use personal devices to capture/store pupil data or images; only school-issued devices/systems are used in line with data protection and safeguarding policies.
- Staff owned devices are only permitted on the school guest Wi-Fi network

2.2. Visitors, Volunteers and Contractors

- Notified on arrival that the site is phone-free in pupil areas; usage confined to designated spaces or outside the school day, unless authorised.

- Media/PR activity must follow the school’s data protection and safeguarding procedures.

3. Implementation and Practical Arrangements

Publish the chosen model(s) on the website, admission packs and staff handbook; reinforce at induction and annually thereafter.

Signage at entrances, corridors and classrooms to communicate a consistent message (e.g., “Phone-free school: not used, seen or heard”).

Configure Wi-Fi/MDM so only school-owned devices connect to learning networks; block pupil personal device access where feasible.

Establish simple, consistent confiscation and return workflows (Section 6).

Exceptions and Reasonable Adjustments (SEND/Medical/Safeguarding)

The school may agree a documented exception for a pupil where necessary due to SEND, disability, medical needs (e.g., diabetes monitoring), young carer responsibilities, or specific safeguarding arrangements for travel or home circumstances. Any exception:

- Is agreed in writing by the relevant leader(s) (e.g., SENCO/DSL/Head of Year) with parent/carer and pupil.
- Specifies the permitted function(s), times and locations.
- Defines privacy/safeguarding controls (e.g., camera/mic off, notifications restricted).
- Is reviewed termly and may be withdrawn if misused.

4. Breaches and Sanctions

4.1. Confiscation

Staff may confiscate a device that is used, seen or heard in contravention of this policy, or which poses a risk to safety or school discipline. Devices are stored securely and returned to parents/carers or pupils according to the stage sanctions below.

4.2. Searching (including electronic devices)

Authorised staff may search a pupil or their possessions, without consent where there are reasonable grounds to suspect possession of a prohibited item, or where the item is specified in school rules as searchable. Where electronic content is involved, staff follow DfE guidance and involve the DSL as appropriate.

4.3. Staged Sanctions (example)

Stage 1: Confiscation until end of day; recorded and pupil reminded of expectations.

Stage 2: Parent/carer collection; consequences following the Belonging and Behaviour Policy

Stage 3: Escalation per Belonging and Behaviour policy (e.g., red card, on report, temporary requirement not to bring a device to site).

4.4. Electronic Content & Safeguarding

Where staff suspect a device contains material linked to bullying, harassment, illegal content, or other safeguarding concerns, handling is overseen by the DSL. Actions may include viewing/deleting content in line with guidance, preserving evidence, contacting parents and relevant agencies, and recording on safeguarding systems.

4.5. Logging and Communication

- All confiscations and searches are logged (date/time, staff member, pupil, reason, outcome).
- Parents/carers are notified of confiscations per school procedure; immediate contact for serious/repeat breaches.

5. Safeguarding, Behaviour and Wellbeing Rationale

The policy reduces distractions, cyberbullying and social pressures during the school day, supporting attention, positive behaviour and mental wellbeing. Leaders will explain this rationale to secure parent and pupil buy-in and signpost education on healthy digital habits through the curriculum and pastoral program.

6. Photography, Video and Data Protection

- School-taken images: captured on school devices only, under a clear lawful basis (usually public task or legitimate interests), with privacy information provided and opt-out routes where appropriate.
- Parent photography at events: Parents and Carers should not take photos during school events. School owned devices will be used and photos / recordings shared via approved school communication methods.

7. Staff Professional Conduct with Devices

Model the phone-free expectation in pupil areas.

Never use personal devices for pupil images/info; use school systems and follow retention/sharing rules.

Visitors and Contractors

Follow the phone-free rules in pupil areas; staff host explains expectations on arrival.

8. Emergencies and Contact with Home

- The office maintains appropriate emergency communication devices.
- Pupils who need to contact home do so via the school office; parents contact pupils via the office.

9. Communication and Staff Training

- Annual policy briefing for all staff via the Staff Handbook; induction for new staff and pupils.
- Micro-training on confiscation/search scripts, logging, electronic content handling, and data protection for images as required.

10. Monitoring and Evaluation

- Leaders monitor implementation (walkthroughs; MyConcern/behaviour logs; pupil/staff/parent feedback).
- Impact on learning, behaviour and wellbeing reviewed termly and reported to governors/trust.
- Policy reviewed annually or upon DfE/Ofsted updates.

11. Appendices

Appendix A: One-page Pupil/Parent Summary

- Our school is phone-free by default during the school day.
- If your child must bring a phone for travel, follow the chosen model (see Section 3.1).
- Breaches lead to confiscation and staged consequences.
- Exceptions can be agreed in writing for SEND/medical/safeguarding needs.
- To contact home, pupils use the school office.

Appendix B: Staff Quick Reference

- Keep personal phones out of sight in pupil areas; use school devices for pupil info/images.
- If a device is seen/used/heard: confiscate, log and apply staged sanctions.
- For searches/electronic content concerns: follow DfE guidance; involve DSL; record actions.
- For photography: follow data protection guidance and school procedures.

Appendix C: Confiscation & Search Workflow (Text)

1. Observe breach or concern → Request compliance (put away/hand over).
2. If refused or repeat breach → Confiscate per policy; remain calm/proportionate.
3. Decide if search is justified → If yes, follow authorised search procedure; consider safeguarding.
4. Log the incident → Inform parent/carer as required; return device per stage.
5. Escalate repeated or serious breaches → Belonging and Behaviour policy; DSL if safeguarding involved.

Appendix D: Event Photography Guidance (Parents)

- Parents and Carers should not take photos during school events. School owned devices will be used and photos / recordings shared via approved school communication methods.
- Follow staff instructions at events.
- Speak to us if you have concerns about an image online — we will help resolve where possible.

References and Source Notes

DfE: Mobile phones in schools (updated 19 January 2026) – phone-free by default; includes examples of implementation approaches.

<https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>

Ofsted: What the government’s updated guidance on mobile phones means for school inspections (23 January 2026) – inspectors assess policy, communication and consistency on every inspection from 1 April.

<https://educationinspection.blog.gov.uk/2026/01/23/what-the-governments-updated-guidance-on-mobile-phones-means-for-school-inspections/>

DfE: Searching, screening and confiscation (guidance; statutory elements) – powers to search and to confiscate; handling electronic devices.

<https://www.gov.uk/government/publications/searching-screening-and-confiscation>

House of Commons Library: Mobile phones in schools (England) research briefing (22 January 2026) – legal overview; adaptation for specific needs; non-statutory status of guidance.

<https://commonslibrary.parliament.uk/research-briefings/cbp-10241/>

ICO: Taking photos in schools (public) and DfE Data protection in schools toolkit – privacy information, lawful bases, and parent photography at events.

<https://ico.org.uk/for-the-public/schools/photos/>