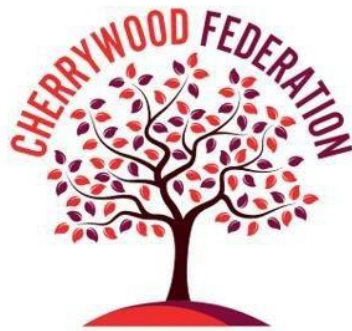


Cherrywood Federation

Mobile phone policy



Article 16: Every child has the right to privacy. The law should protect the child's private, family and home life, including protecting children from unlawful attacks that harm their reputation

Approved by:

Cherrywood
Governing Body

Date: 25th November
2025

Last reviewed on:

Next review due by:

Autumn 2026

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1. Introduction and aims

At The Cherrywood Federation, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour
- Support the Parent Pact initiative to encourage parents to delay children's use of smart phones until they are older and at least secondary school age.

This policy also aims to address some of the challenges posed by mobile phones 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently 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 Executive Headteacher and Heads of School are responsible for monitoring the policy annually, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Parents/Carers/Guardians

Parents are responsible for supporting school in the implementation of this policy and helping the schools in the Federation move towards a smartphone free environment for our pupils. Parents can support this by signing up to Parent Pact and delaying giving their children smartphones whilst their children are in primary school. [Sign the Parent Pact](#)

3.3 Pupils

Any pupils coming into school with a mobile phone must hand their devices into the school office on arrival and can collect their phone from the school office at home time. Mobile devices are not permitted to be used by pupils on the school site at any time. Any pupils found using a mobile device in school will have their mobile phone confiscated and a parent/carer called to collect the device.

4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, during contact time with the

children. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

Staff must:

- Keep personal mobile and smart technology devices in a safe and secure place (locked in a locker/drawer) during lesson time.
- Keep personal mobile phones and devices switched off or set to 'silent' or 'do not disturb' modes during lesson times.
- Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
- Ensure that any content bought onto site via personal mobile and smart technology devices is compatible with their professional role and our behaviour expectations.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- For a medical call back regarding their own health

This must be agreed in advance with the Executive Headteacher/Heads of School who 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. Joseph Hood Primary School 0208 542 2471. Hatfeild Primary School 0208 337 1332.

4.2 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 and Google Bard). More detailed guidance on data protection can be found in the Federation/school's data protection policy and ICT acceptable use policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Staff should also not access the school wifi on their own personal devices and should be aware that if they do log into the school wifi on their own personal device the schools' filtering and monitoring systems can detect access to inappropriate content.

4.4 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:

- Use of multi-factor authentication
- Emergency evacuations-using the Inentry app
- 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 pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or the school mobile telephone. A school mobile phone is also available in both schools in the Federation to be used as a point of contact for off site visits.

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's non statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils at the Cherrywood Federation are educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches. Safe and appropriate use of mobile and smart technology will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection, online safety and relevant specific curriculum policies.

At the Cherrywood Federation, the only children permitted to bring mobile phones to school are Year 5 and 6 children walking unaccompanied to and from school or children who go between two homes on shared contact arrangements. We encourage these

children to use a child safe phone, rather than a smart phone. By September 2027, we are committed to ensuring that both schools become smartphone free for primary aged pupils.

Where children do bring a mobile phone to school, they are not permitted to keep their mobile phones with them.

- On arrival mobile phones must be turned off and handed to the school office.
- At home time, children collect their phone from the school office as they leave the premises.
- Phones should not be used on school premises.
- Pupils' mobile phones are not permitted on school trips or residential.

If a pupil needs to contact their parents/ carers whilst on site, they will be allowed to use the school office phone.

Parents are advised to contact their child via the school office who will pass a message on to the child.

If a pupil requires access to personal mobile or smart technology devices in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Executive Headteacher/Heads of School prior to use being permitted and will be used under the supervision of an allocated adult. An example of this is the use of a smartphone to monitor a diabetes sensor.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features. Just as mobile phones are not permitted to be with children in school, smartwatches are not permitted in school. Staff should be aware that smartwatches are often smaller than mobile phones and at a distance look similar to regular watches, so might be easier to conceal. Any pupils coming to school with smartwatches will be asked to remove them. The smartwatch will then be kept in the school office until the end of day. Parents will be asked to come in and collect the smartwatch.

5.2 Searching, Screening and confiscation of electronic devices

Children should not have any personal mobile or smart technology devices in school, unless in extenuating circumstances agreed by the Executive Headteacher/Head of School, however if they have brought them into school, this section applies.

- If a child has a mobile phone or smart technology device with them in school and it has not been handed into the office, they will be asked to go to the office to give it to a member of staff who will take it to the office.

- Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006; in the case where a mobile or smart technology is confiscated, school staff will take the device to the school office to be safely stored and parents/carers will be called to collect the device at the end of the school day. [Mobile phones in schools - February 2024](#). Parents will be asked to ensure that their children understand that devices are not permitted in classrooms/to be in their possession during the school day.

- Where there are any concerns regarding pupils' use of mobile or smart technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection, online safety and behaviour. In the case where a sanction is given, the sanction given must be reasonable and proportionate. The school will also consider whether:
 - There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
 - The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

- Staff do have the power to search pupils' phones in specific circumstances as set out in the Dfe's guidance on [Searching, Screening and Confiscation](#). This states that school staff are allowed to search a pupil's phone if there is a good reason to do so. Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

- Where a concern involves potentially indecent images/videos of children, including images/videos generated by Artificial Intelligence (AI), on a pupil's personal mobile or smart technology device, staff will respond in line with our child protection policy; they will confiscate devices, avoid looking at any content and refer the incident to the DSL (or deputy) urgently.

- If there is suspicion that data or files on a pupil's personal mobile or smart technology device may be illegal, or may provide evidence relating to a criminal offence, the device will be confiscated and handed over to the police for further investigation.

- If deemed to be necessary and appropriate, searches of personal mobile or smart technology devices may be carried out in accordance with our

behaviour policy and the DfE '[Searching, Screening and Confiscation](#)' guidance.

- Staff will respond in line with our child protection policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.
- The Designated Safeguarding Lead will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was in possession of prohibited items, as identified in our behaviour policy.
- The Designated Safeguarding Lead will be involved without delay if staff believe a search of a pupil's personal mobile or smart technology device has revealed a safeguarding risk.
- In exceptional circumstances and in accordance with our behaviour policy and the DfE '[Searching, Screening and Confiscation](#)' guidance, the headteacher or authorised members of staff may examine or erase data or files if there is a good reason to do so. In determining whether there is a 'good reason' to examine images, data or files, the Headteacher/DSL or an authorised member of staff will need to reasonably suspect that the images, data or files on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
- In determining whether there is a 'good reason' to erase any images, data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable.
- If the data or files are not suspected to be evidence in relation to an offence, the headteacher or an authorised member of staff may delete the images, data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.
- If the Headteacher or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at 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

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school. Appropriate signage and information are in place (posters/signage at entry points, leaflets, induction packs) to inform visitors of our expectations for safe and appropriate use of personal mobile or smart technology.

Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including child protection.

If visitors require access to mobile and smart technology, for example when working with pupils as part of multi-agency activity, this will be discussed with the Headteacher prior to use being permitted.

Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the school. This may include undertaking appropriate risk assessments if necessary.

Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL of any breaches of our policy.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers during the day
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are handed to the office turned off on arrival at school. The office will store them securely during the day.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

- A sign at the school office will clearly display that school accepts no responsibility for phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school
- Permission forms for bringing a phone will include a disclaimer that school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises, transport, during school visits or trips, or while pupils are travelling to and from school

Confiscated phones will be stored securely in the school office for the duration of the school day. A parent/carer must collect the phone at the end of the day. Confiscated phones will not be returned to pupils.

Lost phones should be handed to the school office. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

Technology evolves and changes rapidly. The Cherrywood Federation will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.

We monitor internet and technology use taking place via all school provided devices and systems and regularly evaluate online safety mechanisms to ensure this policy is consistently applied.

If there are any concerns regarding this policy, these should be brought to the attention of the Executive Headteacher/Heads of School in a timely manner

9. Responding to Policy Breaches

All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures. This includes child protection, behaviour policy, whistleblowing and online safety policies.

Where pupils breach this policy:

- appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
- concerns will be shared with parents/carers as appropriate.
- we will respond in line with our child protection policy, if there is a concern that a child is at risk of harm.

After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.

We require staff, parents/carers and pupils to work in partnership with us to resolve issues.

All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.

Pupils' parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.

If we are unsure how to proceed with an incident or concern, the DSL or a deputy DSL will seek advice from the local authority or other agencies, as appropriate, in accordance with our child protection policy.

Definitions

Smart phone- we define a smart phone as phone device that performs many of the functions of a computer, typically with internet access, and an operating system capable of running downloaded apps: including social media apps, gaming apps and payment apps.

Child-safe phone- these are non-smart phones designed to provide only essential functions like voice calls and text messages. They do not have internet access, access to apps or other potential risky features. They promote safe technological use, reducing exposure to online dangers.

Smart technology- Refers to any device that connects to the internet, e.g. smart watches, phones, air tags, tablets

10. Appendix 1: Acceptable Use Agreement for pupils allowed to bring their phones to school due to exceptional circumstances

Acceptable Use Agreement

You must obey the following rules if you bring your mobile phone to school:

1. You must hand your mobile phone into the school office on arrival and collect it as you go home.
2. Phones must be switched off (not just put on 'silent') when you hand them in.
3. You may not use your mobile phone on the school site.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share inappropriate or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any test environment. Bringing a phone into the test room can result in your test/exam being declared invalid.

11. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow..... to bring their mobile phone to school because they:

- Travel to and from school alone and/or
- need the phone to support their medical needs

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

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

12. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room/a room where children are not present.
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
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