



*Be Curious, Be Inspired, **Belong.***

Holy Trinity C of E School Mobile Phone And Smart Technology Policy

Policy Owner	Headteacher
Approved	September 2026
Next Review	September 2027

At Holy Trinity, we want every pupil to grow into a curious thinker, an inspired learner, and a valued member of our school community. Our children will know they are seen, loved, and supported to thrive. They develop the character and confidence to show kindness, courage, respect, responsibility, perseverance, and togetherness. Through exploring new ideas and contributing positively to school life, our pupils flourish academically, socially, and spiritually as they prepare for life in today's Britain.

Matthew 19 verse 14

"Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these."

Our School Values

- Kindness
- Courage
- Respect
- Responsibility
- Perseverance
- Togetherness

1. Introduction

Holy Trinity School is committed to providing a safe, calm and purposeful environment in which all pupils can learn, socialise and develop without unnecessary distraction.

The school recognises that mobile phones and other smart technologies form part of everyday life and that parents/carers may wish their child to carry a mobile phone when travelling to and from school.

However, in accordance with Department for Education statutory guidance, the school operates as a **mobile-phone-free environment throughout the school day**.

Pupils must not access or use mobile phones or other prohibited smart technology during the school day, except where an individual exception or reasonable adjustment has been formally agreed by the school.

The school's approach supports its wider responsibilities for safeguarding, behaviour, online safety, data protection, mental health and wellbeing.

2. Aims

This policy aims to:

- create a mobile-phone-free school environment which supports learning, concentration and positive relationships;
- reduce distraction and disruption caused by mobile phones and notifications;
- reduce opportunities for bullying, harassment, harmful online behaviour and inappropriate recording;
- protect pupils and staff from safeguarding and data-protection risks;
- establish clear and consistent expectations for pupils, staff, parents/carers, visitors and volunteers;
- promote safe, responsible and age-appropriate use of technology;
- ensure that safeguarding concerns involving mobile phones and smart technology are identified and responded to appropriately;
- establish clear procedures for confiscation, searching and sanctions;
- ensure appropriate reasonable adjustments and individual arrangements are made where required; and
- support the school's Behaviour Policy, Child Protection and Safeguarding Policy, Online Safety Policy, Acceptable Use Policy and Data Protection Policy.

3. Scope and definitions

For the purposes of this policy, the term **mobile phone** includes smartphones and other mobile telephones.

The policy also applies to **smart technology with similar functionality**, including devices capable of:

- sending or receiving calls, messages or notifications;
- connecting to mobile telephone networks or the internet;
- accessing social media or messaging applications;
- taking photographs;
- recording audio or video;
- live-streaming;
- sharing files or media; or
- otherwise communicating with another device or person.

This may include, but is not limited to:

- smartphones;
- mobile phones;
- smart watches;
- internet-enabled watches;
- wearable communication devices;
- tablets where not authorised for school use;
- wireless earbuds and headphones;
- smart glasses or other wearable recording devices; and
- any emerging technology providing substantially similar functionality.

School-issued devices being used for an authorised educational purpose are not prohibited by this policy and remain subject to the school's Acceptable Use and Online Safety policies.

4. Our mobile-phone-free school expectation

The school is a **mobile-phone-free environment throughout the school day**.

This applies during:

- lessons;
- registration and tutor time;
- movement between lessons;
- assemblies;
- breaktimes;
- lunchtimes;
- intervention sessions;
- clubs and activities taking place as part of the normal school day; and
- any other period determined by the school to form part of the school day.

Pupils who bring a mobile phone to school must ensure that it is:

1. **switched off** before entering the school site / at the beginning of the school day;
2. stored securely in **[the pupil's school bag / locker / other school-approved location]**;

3. completely out of sight; and
4. not accessed again until the pupil has left the school site at the end of the school day.

Simply placing a phone on silent, airplane mode or “do not disturb” does **not** meet the requirement for the device to be switched off.

Smart watches and other wearable smart technology covered by this policy must be removed and stored securely for the duration of the school day.

Headphones, wireless earbuds and similar accessories must also be stored out of sight unless their use has been specifically authorised by a member of staff for an approved educational, medical or SEND purpose.

Pupils must not use a personal mobile phone as a:

- clock or watch;
- calculator;
- camera;
- music player;
- translation device;
- internet browser;
- payment device; or
- learning resource

during the school day unless this forms part of a formally agreed individual exception.

Where technology is required for learning, the school will normally provide or authorise an appropriate device.

5. Exceptions and reasonable adjustments

The school recognises that there will be circumstances where an individual pupil requires access to a mobile phone or smart device.

Any exception will be considered individually and should normally be agreed in advance by an appropriate senior member of staff.

5.1 Disability and SEND

The school will comply with its duties under the Equality Act 2010, including its duty to make reasonable adjustments for disabled pupils.

Where access to a mobile phone or smart device is necessary because of a pupil’s disability or special educational need, an appropriate individual arrangement may be agreed.

5.2 Medical needs

The school will support pupils with medical conditions in accordance with its statutory duties.

This may include access to a mobile phone where the device is necessary for managing a medical condition.

For example, a pupil may require a smartphone linked to a continuous glucose monitor or other medical technology.

5.3 Other exceptional circumstances

The school may also consider an individual arrangement where there are exceptional circumstances, including circumstances relating to:

- young carers;
- significant family circumstances;
- safeguarding needs; or
- other individual welfare needs.

An exception does not automatically provide unrestricted access to a mobile phone.

The school may specify:

- the purpose for which the device can be used;
- where it can be used;
- when it can be used;
- how it must otherwise be stored; and
- which members of staff may authorise its use.

Individual arrangements should be recorded and communicated to relevant staff.

6. Contact between parents/carers and pupils

Parents/carers must **not contact their child directly on their mobile phone during the school day**.

If a parent/carer needs to communicate an urgent or important message, they should contact the **school office**.

The school will ensure that appropriate arrangements exist for urgent communication between pupils and their families.

Where a pupil needs to contact a parent/carer during the school day, this should normally be facilitated through the school office or another school-approved arrangement.

This ensures that safeguarding arrangements remain effective and that pupils are not placed in the difficult position of being asked to breach the school's mobile phone policy.

7. Safeguarding and online safety

Mobile phones and smart technologies can expose children to safeguarding risks both inside and outside school.

The school recognises online safety as an integral part of safeguarding.

Risks may include, but are not limited to:

- cyberbullying;
- harassment;
- sexual harassment;
- child-on-child abuse;
- grooming and exploitation;
- accessing harmful or inappropriate material;
- pornography;
- violent or extremist material;
- misinformation and disinformation;
- scams and financial exploitation;
- inappropriate contact with adults or other children;
- location sharing;
- live-streaming;
- unauthorised photography or recording;
- sharing personal information;
- sharing nude or semi-nude images or videos;
- AI-generated sexual or abusive content;
- manipulated images, videos or audio;
- deepfakes; and
- using artificial intelligence to create, alter or distribute harmful content about another person.

Pupils must never use a mobile phone or smart device to photograph, film, record or live-stream another pupil or member of staff without authorisation.

Any safeguarding concern involving a mobile phone or smart technology must be reported immediately in accordance with the school's Child Protection and Safeguarding Policy.

Where a member of staff believes that a pupil may be suffering, or may be at risk of, harm, they must report the matter to the **Designated Safeguarding Lead (DSL) or a deputy** without delay.

The DSL will determine the appropriate safeguarding response, which may include pastoral support, early help, children's social care and/or the police.

8. Sharing nude or semi-nude images and AI-generated imagery

The creation, possession or sharing of nude or semi-nude images or videos involving children is a safeguarding matter and will be managed in accordance with current safeguarding guidance.

This includes content that has been:

- created by a child;
- shared consensually or non-consensually;
- altered or manipulated;
- created using generative artificial intelligence; or
- produced as a realistic “deepfake” or synthetic image/video.

Staff must **not routinely view, copy, print, forward or save** suspected sexual imagery involving a child.

The device should be secured appropriately and the matter referred immediately to the DSL or deputy, who will determine the appropriate action under the school’s safeguarding procedures and relevant national guidance.

9. Filtering, monitoring and personal devices

The school maintains appropriate filtering and monitoring arrangements for school networks and school-managed devices.

Pupils must not attempt to circumvent school filtering or monitoring arrangements through:

- mobile data;
- personal hotspots;
- VPNs;
- proxy services;
- alternative networks;
- tethering; or
- other technological methods.

Personal mobile phones are not an alternative to school-approved technology.

Where pupils are permitted to use school-managed devices, those devices remain subject to the school’s filtering, monitoring, acceptable-use and safeguarding arrangements.

Any attempt to bypass filtering or monitoring controls may result in sanctions and, where appropriate, a safeguarding response.

10. Staff use of mobile phones

All staff, including teachers, support staff, agency staff and supply staff, are responsible for modelling appropriate behaviour and consistently implementing this policy.

Staff must not use personal mobile phones for personal purposes in front of pupils during the school day.

Personal mobile phone use, including making or receiving personal telephone calls, is only permitted in the following designated areas and **when no pupils are present**:

- the **staffroom**;
- the **main school office**; or
- the **Senior Leadership Team (SLT) office**.

Staff must not make or receive personal telephone calls in classrooms, corridors, playgrounds, communal areas or any other area where pupils are present.

Where a member of staff is **expecting an important or urgent personal telephone call during the school day**, they should inform the main school office and **leave their mobile phone in the main office**. If the call is received, a member of staff will notify or collect the individual so that they can take the call in an appropriate area away from pupils.

This arrangement ensures that staff remain contactable in exceptional circumstances while maintaining professional boundaries, safeguarding expectations and the school's mobile-phone-free culture.

There may be legitimate occasions when a member of staff needs to use a mobile phone or similar device for an **authorised work purpose**, including:

- multi-factor authentication;
- emergency communication;
- school trips and visits;
- emergency evacuations;
- approved school applications;
- issuing authorised rewards, sanctions or information; or
- another purpose approved by the Headteacher.

Any authorised use must be professional, proportionate and consistent with the Staff Code of Conduct, safeguarding expectations and data-protection requirements.

11. Staff safeguarding and data protection

Staff must not:

- give pupils their personal mobile telephone number;
- use personal messaging or social-media accounts to communicate with pupils;
- communicate with pupils through unauthorised platforms;
- store confidential pupil information on personal devices unless expressly authorised and appropriately secured;
- upload confidential, personal or special-category school data to unauthorised generative AI systems or applications;
- use personal devices to take photographs, video or audio recordings of pupils unless specifically authorised under an agreed school procedure; or
- use personal devices in any way which compromises professional boundaries.

Where photographs, recordings or other digital evidence are required for legitimate school purposes, school-approved equipment and systems should normally be used.

Any concern about staff use of a mobile phone that may constitute a safeguarding concern or allegation must be managed in accordance with the school's safeguarding procedures and Staff Code of Conduct.

12. School trips, visits and residential activities

The school will determine appropriate mobile phone arrangements for each educational visit, residential activity or activity taking place outside the normal school day.

The arrangements will be communicated to pupils and parents/carers in advance where appropriate.

The school may prohibit, restrict or permit mobile phones depending upon:

- the age and needs of pupils;
- safeguarding considerations;
- the nature and location of the activity;
- communication arrangements;
- educational objectives; and
- relevant risk assessments.

Where mobile phones are permitted, pupils remain subject to the school's expectations concerning appropriate behaviour, safeguarding, photography, recording and online activity.

13. Breaches of the policy

Where a pupil breaches this policy, staff will respond consistently and proportionately in accordance with the school's Behaviour Policy.

A breach includes circumstances where a phone or prohibited smart device:

- is seen;
- is heard;
- rings or vibrates;
- receives audible notifications;
- is being worn where this is prohibited;
- is used;
- is found to have been accessed during the school day; or
- is otherwise used contrary to this policy.

The device may be confiscated as a disciplinary sanction.

The school's staged response is:

First incident:

[Insert school sanction and collection arrangements]

Second incident:

[Insert increased sanction and parent/carers involvement]

Repeated or serious incidents:

[Insert escalation arrangements, including senior leadership involvement and/or parent/carers collection]

Serious misuse may result in additional sanctions under the Behaviour Policy regardless of whether it is a first incident.

14. Confiscation

Authorised school staff may confiscate a mobile phone or similar device as a disciplinary penalty where the school's policy has been breached.

Any confiscation must be lawful, reasonable and proportionate.

When determining an appropriate period of confiscation, the school will consider:

- the nature and seriousness of the breach;
- the intended disciplinary outcome;
- whether the incident is repeated;
- the pupil's age;
- SEND or disability;
- medical needs;
- safeguarding circumstances; and

- other relevant individual circumstances.

Confiscated devices will be stored securely.

The school will establish clear arrangements explaining:

- where confiscated devices are stored;
- when they can be collected;
- whether the pupil or parent/carer must collect the device; and
- arrangements following repeated breaches.

15. Searching for mobile phones and smart devices

The Headteacher and members of staff authorised by the Headteacher may exercise statutory searching powers in accordance with current legislation and Department for Education guidance.

For the purposes of the school's rules, **mobile phones and smart devices covered by this policy are items which may be searched for where the applicable legal requirements are met.**

Any search must be conducted in accordance with the school's Searching, Screening and Confiscation procedures and safeguarding responsibilities.

Searching a pupil's physical possessions for a device and examining **data or files stored on a device** are distinct matters and staff must follow the applicable legal and safeguarding guidance.

Where there is reason to suspect that a device contains evidence relating to a safeguarding concern or criminal offence, staff should seek advice from the DSL and, where appropriate, the police before accessing, deleting or sharing material.

16. Criminal and serious safeguarding behaviour

Some misuse of mobile phones or smart technology may constitute a serious safeguarding matter and/or criminal behaviour.

Examples include:

- threats of violence;
- harassment or stalking;
- hate-related abuse;
- sexual harassment;
- sharing intimate images without consent;
- creating or distributing sexualised deepfakes;
- upskirting;
- blackmail or extortion;
- grooming;
- sexual or criminal exploitation;

- malicious communications; and
- recording or distributing assaults or other harmful incidents.

The school will respond in accordance with its safeguarding and behaviour procedures and will involve external agencies, including children's social care and the police, where appropriate.

17. Loss, theft and damage

Pupils bring mobile phones, smart watches and other personal electronic devices onto the school site **at their own risk**.

The school strongly recommends that expensive devices are not brought to school unless necessary.

The school cannot normally accept responsibility for personal devices that are lost, stolen or damaged:

- on school premises;
- during journeys to or from school;
- on school transport; or
- during educational visits or activities,

except where responsibility arises under applicable law.

Confiscated devices will be stored with reasonable care in a secure location in accordance with the school's procedures.

Loss or theft should be reported promptly to a member of staff.

18. Parents/carers, visitors, contractors and volunteers

Parents/carers, visitors, governors, contractors and volunteers are expected to support the school's mobile-phone-free culture.

They must not:

- use mobile phones inappropriately while working with or supervising pupils;
- photograph, film or record pupils without appropriate permission;
- publish photographs or recordings of other people's children without appropriate consent; or
- use personal devices in a way which creates a safeguarding, confidentiality or data-protection risk.

Visitors working directly with pupils will be informed of relevant safeguarding expectations.

Parents/carers supporting educational visits must follow the instructions of the visit leader regarding mobile phones, photography and communication.

19. Education about responsible mobile phone use

Although pupils are prohibited from using personal mobile phones during the school day, the school recognises its responsibility to educate pupils about safe and responsible technology use.

Through the curriculum, assemblies, pastoral education and other opportunities, pupils will be taught about:

- online safety;
- healthy relationships;
- cyberbullying;
- digital footprints and reputation;
- privacy and personal information;
- consent;
- harmful content;
- misinformation and disinformation;
- scams and financial risks;
- appropriate use of social media;
- sharing images;
- AI-generated and manipulated content;
- deepfakes;
- the impact of excessive screen time and notifications;
- responsible communication; and
- how and where to report concerns.

Pupils will also be taught about the benefits of a mobile-phone-free school environment, including improved concentration, positive face-to-face interaction and reduced distraction.

20. Responsibilities

Governing Body / Trust Board

The Governing Body/Trust Board will:

- ensure that the school's approach reflects statutory guidance and legal duties;
- ensure appropriate safeguarding, filtering and monitoring arrangements are in place;
- provide appropriate challenge and oversight; and
- review the effectiveness of the policy.

Headteacher

The Headteacher is responsible for:

- implementing this policy;
- ensuring expectations are communicated clearly;
- ensuring staff apply the policy consistently;
- authorising appropriate staff to undertake searches where required;
- determining or delegating decisions concerning exceptional arrangements; and
- ensuring the policy is aligned with the school's Behaviour Policy.

Designated Safeguarding Lead

The DSL will:

- ensure safeguarding concerns involving mobile phones and smart technology are managed appropriately;
- advise staff regarding online-safety concerns;
- ensure relevant concerns are recorded and acted upon;
- liaise with external agencies where necessary; and
- contribute to reviews of online safety and filtering and monitoring arrangements.

Staff

All staff are expected to:

- model appropriate mobile phone behaviour;
- implement the policy consistently;
- challenge breaches;
- apply sanctions in accordance with school procedures;
- report safeguarding concerns immediately; and
- understand their responsibilities concerning filtering and monitoring.

Pupils

Pupils are expected to:

- understand and follow this policy;
- keep phones switched off and stored appropriately;
- comply promptly with reasonable staff instructions;
- hand over a device when it is lawfully confiscated; and
- report online or mobile-phone-related safeguarding concerns to a trusted adult.

Parents and carers

Parents/carers are expected to:

- support the school's mobile-phone-free approach;
- discuss safe and responsible technology use at home;

- not contact pupils directly on their mobile phones during the school day;
- use the school office where communication is necessary;
- support sanctions arising from breaches of the policy; and
- raise questions or concerns directly with the school.

21. Equality and individual circumstances

The school will implement this policy fairly and consistently while recognising its obligations under equality and other relevant legislation.

Decisions about sanctions, confiscation, searches and individual exceptions will take account, where relevant, of:

- disability;
- SEND;
- medical conditions;
- age;
- safeguarding needs;
- young-carer responsibilities; and
- other relevant individual circumstances.

Reasonable adjustments will be made where required.

22. Monitoring and review

The school will monitor the impact of this policy on:

- behaviour;
- safeguarding;
- attendance and punctuality where relevant;
- learning and classroom disruption;
- bullying and child-on-child abuse;
- pupil wellbeing; and
- the wider school culture.

The policy will normally be reviewed **annually**, and sooner where:

- statutory guidance changes;
- legislation changes;
- safeguarding risks change;
- significant incidents identify a need for review; or
- new or emerging technology creates additional risks.

The school will ensure that pupils, staff and parents/carers are reminded regularly of the policy and its expectations.

23. Related policies and guidance

This policy should be read alongside the school's:

- Child Protection and Safeguarding Policy;
- Behaviour Policy;
- Online Safety Policy;
- Staff Code of Conduct;
- Acceptable Use Policy;
- Data Protection Policy;
- SEND Policy;
- Supporting Pupils with Medical Conditions Policy;
- Anti-Bullying Policy;
- Educational Visits Policy;
- Searching, Screening and Confiscation procedures; and
- Complaints Policy.

The school will have regard to current statutory and Department for Education guidance, including:

- **Keeping Children Safe in Education 2026;**
- **Mobile Phones in Schools – statutory guidance;**
- **Behaviour in Schools;**
- **Searching, Screening and Confiscation at School;**
- statutory guidance concerning pupils with medical conditions;
- statutory Relationships, Sex and Health Education guidance;
- DfE filtering and monitoring standards; and
- relevant UKCIS guidance concerning sharing nudes and semi-nudes.

Policy statement for pupils

From the start of the school day until pupils leave the school site:

Phones are switched off and kept in the school office.

Smart watches are removed.

Devices are stored away in the school office.

Headphones and earbuds are away.

If you need help or need to contact home, speak to a member of staff.

If your family needs to contact you, they should contact the school office.

Individual arrangements will be made where a mobile device is required for an approved medical, disability, SEND or safeguarding reason.