

Heckmondwike Grammar School

Policy: Mobile Phone

Status: Statutory

Last revision by: S Taylor

Date of last revision: September 2026

Open view on website: External/Internal

Approved by:	Headteacher
Approval date:	September 2026
Target review date:	September 2027

Action	Date	By whom
Saved in Staff Shared Drive	September 2026	DJN
On public website (if applicable)	September 2026	JDN
In review schedule	September 2027	SAT

Contents

1. Introduction and aims	3
2. Relevant guidance	3
3. Roles and responsibilities.....	3
4. Use of mobile phones by staff	4
5. Use of mobile phones by pupils.....	5
7. Loss, theft or damage	8
8. Monitoring and review	8

1. Introduction and aims

At Heckmondwike Grammar School, our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide 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 safeguarding and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Safeguarding risks
- Data protection issues
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

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

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy includes [Keeping Children Safe in Education](#), which sets out the expectation that all schools should be mobile phone-free environments by default.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 AHT Attendance, Behaviour and Safeguarding s responsible for monitoring the policy and reviewing it annually, 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.

4. Use of mobile phones by staff

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 the school day while pupils are present. 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).

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

The headteacher 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 01924 402202 as a point of emergency contact.

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 Gemini).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including by 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.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions (on Classcharts)
- Use of multi-factor authentication
- Essential communication within school
- During emergency evacuations or procedures

- 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 school telephones

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Make sure that all communication and conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

4.6 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

Our expectation for students in Years 7-11 is that mobile phones and devices such as smart watches, earphones/headphones, laptops, tablets or e-readers should not be used, seen, or heard on the school site. Students are expected to turn off their mobile phones and devices **before they come on to the school site** in the morning. Students must store their phone and other devices in a secure location (i.e. their locker or their bag). Students should not turn mobile phones or devices on again or use them until **after they have left the site** at the end of the day. Students in Years 7-11 should never be asked or expected to use mobile phones or other devices in school.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.2 Exceptions for special circumstances and for sixth-form pupils

- Some pupils will be permitted to possess, or use, a mobile phone/smart device in school

For instance:

- Pupils with diabetes who use their phones to monitor their blood glucose levels
- Sixth-form pupils

Sixth-form pupils are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Sixth Form students can use devices such as iPads and Laptops to work on academic tasks anywhere on the main school site and Jo Cox Centre. Mobile phones, earphones and headphones should not be used whilst on the main school site or in lessons (unless directed and supervised by a teacher as part of structured teaching activities). Sixth form students are allowed to wear earphones and headphones in the Silent Study area of the JCC and will be given the opportunity to set up a playlist at the start of each session, before being asked to put phones away for the study period. Sixth Form students can use devices such as mobile phones, earphones and headphones in the social areas of the Jo Cox Centre.

5.3 Sanctions

If a student is found using a mobile phone or device on the school site, the following will occur;

First instance	Student will be issued with a detention at lunchtime the next day. Parents will be notified. The phone or device will be confiscated and kept at Reception until the end of the day.
Second and any later instances	Student will be issued with a detention at lunchtime the next day. Parents will be notified. The phone or device will be confiscated and kept at Reception until it can be collected by a parent or carer in person.

We do recognise that the confiscation of the device in the second instance until a parent or carer is able to collect it in person will cause significant inconvenience to families. We have written to parents/carers asking them to support school in ensuring that their child understands the importance of following our expectations.

Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being / has been used to commit an offence or cause harm to another person).

In each case, 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 (SEN), 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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether pastoral support, an early intervention, or a referral to children's social care is appropriate

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

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

Parents and carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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, when working with pupils or while children are present

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.

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

- Use their phone to make contact with other parents/carers
- 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, but must refer any proposed 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 make sure that their phones are appropriately labelled, ready to be stored away securely in bags or lockers when not in use during the school 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 or from school.

Confiscated phones will be stored in a locked cabinet in school Reception.

Lost phones should be returned to Student Services. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to making sure 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 DfE, the local authority and any other relevant organisations