



Hindon CE VA Primary School

Mobile Phone Policy

This document provides a guide for staff and parents of pupils at Hindon Primary School.

It has been reviewed to reflect the principles and practice within the context of the expectations of the school's normal working environment.

Schedule for review of this policy:

This policy was approved by the Governing Body on:	September 2026
This policy was published on:	September 2026
The implementation of this policy will be monitored by:	Headteacher
Nominated Safeguarding Governor	Rachel Ryan
Monitoring will take place:	Termly
Next review date:	September 2027

Interim Head Teacher: Mr S Watkins Chair of Governors: Mr R Bryson



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1. Introduction and aims

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe.

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes Hindon Primary School staff, Governors, children, parents / carers, contractors and visitors.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of e.g. Images of pupils/staff to other mobile phone users or email addresses or social media resulting in bullying or harassment.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others. When mobiles phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

At Hindon primary 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 child protection and behaviour

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

Interim Head Teacher: Mr S Watkins Chair of Governors: Mr R Bryson

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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. Parent, visitors, volunteers or contractors

Adults either in school, on the school grounds e.g. the playground, or accompanying children on school trips must not use their cameras or mobile phone cameras to take pictures of pupils unless given permission by the Headteacher at a public event, such as, Sports day or the Christmas performances and only of their own children. Parents are reminded to not add photos of a group of pupils onto any social media sites. Parents are not allowed to use their mobile phones on school trips.

Parents/adults, visitors, contractors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. The exception to this rule is when a contractor needs to access external technical support. However, phone use will be limited in these situations. Parents/adults, visitors, contractors or volunteers can use their mobiles within the staffroom/office to make calls and accept calls during their breaks but personal cameras and mobile phone cameras should never be used to take pictures of children.

If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with the school's red phone. Parents accompanying children on school trips should not use their own mobile phones.

4. Pupil Policy

From September 2026, all schools are required to be mobile phone-free environments by default. This means mobile phones (and similar devices) are prohibited throughout the school day, including during lessons, break and lunchtime.

At Hindon Primary School, we do not permit pupils to bring mobile phones to school. We believe this approach:

- Supports pupils' wellbeing and mental health
- Enhances learning and behaviour
- Reduces screen time during the school day
- Creates a safer, more focused learning environment

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We recognise that in exceptional circumstances, some families may need their child to have a mobile phone for their journey to and from school. If this applies to your child, please contact the school office to discuss your circumstances. Where we agree an exception:

- Your child must hand their phone to the school office immediately upon arrival
- The phone will be stored securely during the school day
- Your child can collect it from the office at the end of the day

5. Staff Policy

Staff use of mobile phones during their working day should be:

- outside of their directed, working time
- discreet and appropriate e.g. not in the presence of pupils

Mobile phones should be turned to silent or switched off and stored in the staff room during lesson times. They should not be seen in staff pockets or on their person as this may be seen as intent to use. There may be an exceptional circumstance where it may be necessary to have access to a mobile phone but this will need prior agreement by the Headteacher.

The school cannot take responsibility for items that are lost or stolen.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil/parent, they should use the school telephone in the office.

Staff have access to the red Hindon Primary School mobile phone for photos. The phone is located in the staff room.

Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate. If this happened this should be reported to the Headteachers or Designated Safeguarding Leads following safeguarding procedures and the school code of conduct.

A member of staff should never use their phone to photograph a pupil(s) or allow themselves to be photographed by pupils. This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy and the school Code of Conduct is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

This policy will be reviewed as required but at least annually.

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