



At Knights Enham Schools we provide...

Inclusive and ambitious learning experiences where our school community feels safe and motivated to achieve their best.

'Together We Achieve'

Mobile Policy

(Written in consultation with staff, pupils, parent and governors)

Approved: September 2026

Date of next review: September 2027



Purpose and scope

We protect pupils' safety, privacy and learning while enabling staff to use mobile phones responsibly for necessary communication. Staff may use phones in office areas and staff rooms when pupils are not present. The site manager will carry a phone throughout the working day. Staff working off-site may carry and use phones for their duties and safety, subject to the safeguards below.

This policy applies to staff, supply staff, volunteers, pupils, parents, carers, visitors and contractors across both schools, including Nursery, Reception, school activities and off-site visits. Mobile phones includes personal smartphones and other personal communication or recording devices, including smartwatches. School-owned tablets and cameras are governed by the school's acceptable use and safeguarding arrangements.

Guidance and related policies

This policy has been updated with reference to DfE Mobile phones in schools guidance, updated 29 June 2026 and to be followed from 1 September 2026; Keeping children safe in education 2026; and the current EYFS framework for group and school-based providers. Hampshire's statutory procedures page provides the September 2026 model safeguarding and child protection policies. Links appear at the end.

The staff permissions below are the schools' operational arrangements. Read this policy alongside the safeguarding and child protection policies, staff code of conduct, behaviour policy, acceptable use policy, data protection and photography arrangements, educational visits procedures and lone working risk assessments.

Core expectations

- Pupils must not access or use mobile phones during the school day, including breaks and lunchtime, except under an agreed individual adjustment.
- Staff must not use personal phones for personal reasons in front of pupils or while supervising them.
- All permitted use must protect supervision, confidentiality and safety. Personal devices must never be used to photograph, film or audio-record pupils.

Staff use in offices and staff rooms

Staff may use mobile phones in office areas and staff rooms, provided pupils are not present. Personal use should normally take place during breaks; brief necessary personal use at other times is permitted where it does not interrupt duties or service to families. Work-related calls, messages and authentication may take place in these areas during the working day.

An office or staff room is not a permitted area for personal use while a pupil is present, including a pupil receiving support, first aid or a meeting. Put the phone away when a pupil enters. Do not leave screens, messages or conversations visible or audible to pupils or others who should not have access.



Outside permitted areas, personal phones must be silenced and stored securely in a staff bag, locked cupboard or classroom safe, unless a role-based permission or individual arrangement applies. Phones must remain inaccessible to pupils.

Staff should provide the school office number to their emergency contacts. For an urgent personal call, notify a line manager and arrange appropriate cover before leaving a supervised group. An immediate emergency must not be delayed by seeking permission; secure pupils' safety and notify the office as soon as practicable.

Site manager

The site manager will carry a charged mobile phone throughout the working day, including while moving around the site. This is an authorised role-based arrangement for contact with the office, emergency services, contractors and colleagues, and for lone working and site safety.

The phone may be used in pupil areas where necessary for operational duties or an emergency. Use should be brief and professional, and should take place away from pupils where practicable. Personal calls and browsing follow the same office and staff room rules as other staff. The phone must not be used while driving, operating machinery or carrying out a task where distraction creates a risk.

The office must have a reliable means of contacting the site manager. Relevant risk assessments must identify contact and check-in arrangements, including action if the phone loses power or signal. A school-issued phone is preferred; any personal phone used for the role must meet the school's security and confidentiality requirements.

Other authorised staff use

The Headteacher may authorise staff to carry and use a phone where their duties require immediate contact, including emergency response, safeguarding, first aid, lone working or essential authentication. The agreed purpose and limits must be clear. Necessary work use in front of pupils must be brief, purposeful and consistent with supervision.

Individual arrangements for disability, medical needs or exceptional caring circumstances will be considered sensitively and recorded by the Headteacher. Such arrangements do not permit unrelated personal use in front of pupils.

Staff working off site and educational visits

Staff working off-site may carry and use mobile phones during the working day for school business, communication, navigation, safety and emergencies. This includes educational visits, residential visits, outdoor learning and travel between sites. Staff away from pupils may also use phones for reasonable personal contact where this does not interrupt their duties.

For visits, the visit leader must ensure a charged phone is available, the office has an agreed contact number, and the visit plan records emergency contacts and arrangements for poor signal or device failure. School-issued phones should be used wherever available. An authorised personal phone may be used if necessary, including in an emergency.



Phone use must never distract staff from supervising pupils. Arrange cover before making a non-emergency call when responsible for a group. Use approved school systems for contact with families wherever possible. Do not routinely store pupil or family details on personal phones or share a private number with pupils or families. Any necessary temporary emergency contact information must be kept secure and removed as soon as no longer needed, in accordance with school procedures.

Personal phones must not be used to take photographs, video or audio recordings of pupils, including off-site. School-owned devices may be taken off-site only with authorisation and appropriate security arrangements. Staff must not use a handheld phone while driving.

Photographs recordings and information security

Use authorised school-owned devices to photograph or record pupils and their work in accordance with the school's photography and data protection arrangements. Devices must be stored securely and images transferred to approved school storage. Do not send images to personal accounts or allow them to synchronise with personal cloud storage.

Protect phones used for school business with a passcode or equivalent security. Do not use personal messaging accounts to communicate directly with pupils. Do not access or store confidential school information on a personal device unless the school has expressly authorised secure access under its acceptable use arrangements. Report a lost device, accidental disclosure or suspected data breach immediately to the Headteacher and the school's data protection contact.

Pupils

Pupils who travel independently may bring a phone with parental agreement for journey safety. It must be switched off and handed to class staff on arrival for secure storage in the class safe, then returned at dismissal. Pupils must not use phones on the school site, including playgrounds, or retain access during lessons, breaks or lunch. Phones must not be taken on school trips unless an individual arrangement has been agreed.

Parents should contact the school office if they need to pass a message to their child. The school will take reasonable care of stored phones; families should consider insurance and security marking. No wording in this policy removes rights or duties that apply by law.

The Headteacher will agree individual exceptions where needed for disability, medical support, safeguarding or other exceptional circumstances. For example, a pupil may need a phone linked to glucose monitoring. Record the purpose, permitted access, supervision and review in the relevant support or healthcare plan. Do not remove essential medical access as a sanction.

Visitors parents carers and contractors

Visitors, volunteers and contractors must be told the phone rules on arrival. Keep personal phones out of use and away from pupils. With staff agreement, calls may be made in an office or staff room when pupils



are not present. Supply staff follow the staff rules. Necessary professional or emergency use by contractors must be agreed with the site manager or office and must not compromise pupil safety.

Parents and carers should put phones away when entering school buildings or interacting with staff and pupils. Anyone using a phone inappropriately will be asked to stop or move to an agreed area.

At performances or special events, the school will state whether photography or filming is permitted. Where permitted, it is for personal family use and must respect any restrictions made to protect children. Do not publish or share images that identify other pupils without appropriate permission. The school may prohibit recording where safeguarding or privacy requires it.

Breaches and safeguarding concerns

If a pupil does not hand in a phone or uses it without permission, staff will secure it and apply a proportionate response under the behaviour policy. The school may require a parent or carer to collect it, taking account of age, SEND, medical needs and safe travel home. Phones must be kept securely and returned through an agreed arrangement.

Any search of a pupil or their possessions, or examination of device data, must follow the current DfE searching, screening and confiscation guidance and be undertaken only by appropriately authorised staff within their lawful powers. Mobile phones and similar devices are identified by this policy as items that may be searched for in accordance with that guidance; this must also be reflected in the behaviour policy.

Report suspected bullying, exploitation, inappropriate contact or harmful content immediately to the designated safeguarding lead. Staff must not copy, forward, print or routinely view suspected sexual images of children, or delete possible evidence. Secure the device where lawful and follow the safeguarding lead's advice, including police referral where required.

Concerns about adult phone use must be reported through the staff conduct and safeguarding procedures, including low-level concerns and allegations procedures where relevant. Concerns about the Headteacher must be referred to the Chair of Governors. Staff breaches may lead to disciplinary action in accordance with the applicable procedure.

Implementation and review

The Headteacher will brief staff on the permitted areas and role-based arrangements, ensure visitors receive clear instructions, and publish the policy for families. Governors will review its implementation, including safeguarding incidents, consistency and reasonable adjustments. The policy will be reviewed annually and earlier following significant guidance changes or incidents.

Guidance links

DfE Mobile phones in schools updated June 2026 Open guidance

DfE Keeping children safe in education 2026 Open guidance

Hampshire statutory procedures and September 2026 model policies Open guidance



DfE EYFS framework for group and school based providers Open guidance

DfE Searching screening and confiscation Open guidance