

FHS

Francis Holland Schools

Mobile Phone Policy

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Mobile Phone Policy

This policy applies to:

Francis Holland Regent's Park

Francis Holland Sloane Square

Francis Holland Prep

Where there are differences between the schools these have been clearly highlighted.

Related Policies:

Safeguarding and Child Protection Policy

Online Safety Policy

Behaviour and Sanctions Policy

Digital Technology Acceptable Use Agreements (both for staff, and pupils)

Staff Code of Conduct

1. Introduction and aims

References to mobile phones throughout this policy include any device capable of communication, photography, audio recording or internet access.

Francis Holland Schools Trust is committed to a mobile phone-free environment to protect learning, wellbeing and safeguarding. Research links smartphone use with distraction, poorer mental health, and safeguarding risks (DfE, 2024; UNESCO, 2023). Our approach aims to:

- Promote safe, responsible and lawful phone use, where applicable
- Ensure our environment is mobile-free by default
- 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 (see above)

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

- Risks to child protection and wellbeing
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), the Department for Education (DfE)'s 2024 [mobile phone guidance](#) and [behaviour guidance](#), and UNESCO's (2023) Technology in Education Report: Technology in education: GEM Report 2023 | Global Education Monitoring.

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. Enforcing this Policy

This policy needs to be read in conjunction with the School policies listed at the beginning of the document.

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 Senior Deputy Head Pastoral (Sloane Square), Deputy Head Pastoral (Regent's Park and Prep) in each School is 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.

School-specific details and information for each of the three FHST schools are in appendices 1 to 3.

4. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that they adhere to an individual school's policy with regards to mobile phones.

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 secure their personal phones (password/PIN protected), 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.

5. Monitoring and review

The school is committed to making sure that this policy has a positive impact on pupils' education, behaviour and welfare.

Policy author/s	RP: Deputy Head Pastoral and Designated Safeguarding Lead. SSq: Senior Deputy Head Pastoral & Designated Safeguarding Lead Prep: Deputy Head Pastoral & Designated Safeguarding Lead
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Next review	Spring 2027

If there are any concerns regarding mobile phone use in the schools, or regarding this policy, these should be brought to the attention of the Leadership Team in each school immediately.

Appendix 1 - Mobile Phone/Smartwatch/Smartglasses* Policy – Regent's Park

Francis Holland Regent's Park operates over two sites, Ivor Place (IP) and our Sixth Form Centre, Linhope House (LH). IP is a mobile phone free site, and no phones should be seen by pupils, staff and visitors. In LH, mobile phones are allowed in the Dining and the Common Room at break and lunch times only.

*Smartwatches and Smartglasses (Metaglasses) are treated the same as mobile phones, so where you see mobile phones, the same rules apply to wearable smart devices.

- **Pupils – Thirds to the Upper Fifth**
Pupils may bring mobile phones to school but do so at their own risk; the school accepts no responsibility for loss, theft, or damage. This includes Yondr pouches.

Pupils must switch off their mobile phone and place them in their Yondr pouch as soon as they enter the school. These pouches should be stored securely in their locker for the duration of the school day. Pouches may only be unlocked at the end of the day at one of the designated Yondr points. If a pupil needs to leave school during the school day, they can use the Yondr dock located in the School Office.

The use of mobile phones before and after school is strictly prohibited. This includes going to and from sports fixtures, on school trips or before/during concerts and evening events. For any after school activity on site or off-site, the mobile phone policy is applicable.

Pupils must not use mobile phones to photograph, record, or share images or videos of others without permission. Any misuse, including cyberbullying, will be treated as a serious breach of the IT acceptable use, behaviour and safeguarding policies.

If a pupil needs to contact home during the school day, this should be done via the school office. If phones are not locked in Yondr pouches, it is an automatic detention.

If a pupil has a medical condition that requires them to have access to their mobile phone, they must have prior permission from the Deputy Head Pastoral, and they will be given a medical Yondr pouch.

School trips

On day trips, the normal way of working would be for girls to lock their phones in their Yondr pouch, as above. For trips whereby pupils need to take photos, the lead teacher needs to request permission from the Deputy Head Pastoral.

On residential trips, pupils may be allowed to have their mobile phones with them during the day. At night, their phones must be locked in their Yondr pouch, ideally 30 minutes before bedtime. The use of mobile phones will be at the discretion of the trip leader.

- **Students – Sixth form**
Students in the Sixth Form may use their phones in the Dining and the Common Room at break and lunch times only. At all other times, mobile phones should be switched off and kept out of sight. Students must leave their mobile phones in LH or switched off in their bags when they are in IP. If mobile phones are seen in IP, they will be confiscated and given to the office for safe

keeping until 4pm. Sixth Formers should not be using their phones when travelling between LH to IP.

- **Staff**

Staff should model appropriate mobile phone use at all times. Personal mobile phones should not be used during lessons or while supervising pupils, except in exceptional circumstances, for example, taking the register. If staff need to use their mobile phones, it should be clearly communicated to pupils why they are using their mobile phone. Staff may use their mobile phones freely in staff only designated areas, such as the workroom, the lounge or offices but ideally not in front of pupils.

Staff must not use personal devices to take photographs or videos of pupils. Only school-approved devices and systems should be used for this purpose, in line with safeguarding and data protection guidance.

In emergency situations or where necessary for safeguarding, staff may use mobile phones appropriately and in line with professional judgement.

Staff must ensure that any communication with pupils or parents does not take place via personal mobile numbers or messaging services, but through approved school channels/school devices only.

- **Visitors**

Visitors, including parents and contractors, are expected to respect the school's mobile phone policy while on site.

Mobile phones should be kept on silent and used only in designated areas such as the Front Office, unless otherwise agreed.

Visitors must not take photographs, videos, or audio recordings of pupils or staff without explicit permission from the school. This is made clear on event programmes.

Contractors or professionals who require phone use as part of their work must do so in a manner that does not compromise safeguarding or disrupt the school environment.

Any concerns regarding mobile phone use should be reported to a member of the Senior Leadership Team immediately.

Appendix 2 - Mobile Phone/Smartwatch/Smartglasses* Policy – Sloane Square

Francis Holland Sloane Square is a mobile phone free site, and no phones should be seen by pupils, staff and visitors. In Old School House (the Sixth Form Centre), mobile phones are only allowed in the common room at designated break times and lunch times.

*Smartwatches and Smartglasses (Metaglasses) are treated the same as mobile phones, so where you see mobile phones, the same rules apply to wearable smart devices. References to mobile phones throughout this policy include any device capable of communication, photography, audio recording or internet access.

- Pupils – Years 7-11

Pupils may bring mobile phones to school but do so at their own risk; the school accepts no responsibility for loss, theft, or damage. This includes Yondr pouches.

Pupils must switch off their mobile phone and place them in their Yondr pouch as soon as they arrive to school. These pouches should be stored securely in their bag or locker for the duration of the school day. Pouches may only be unlocked at the end of the day at one of the designated Yondr stations. If a pupil needs to leave school during the school day, they can use the Yondr dock located in the School Office.

The use of mobile phones before and after school is strictly prohibited. This includes going to and from sports fixtures, on school trips or before/during concerts and evening events. For any after school activity on site or off-site, the mobile phone policy is applicable.

Pupils must not use mobile phones to photograph, record, or share images or videos of others without permission. Any misuse, including cyberbullying, will be treated as a serious breach of the IT acceptable use, behaviour and safeguarding policies.

If a pupil needs to contact home during the school day, this must be done via the school office. 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.

If phones are not locked in Yondr pouches, it is an automatic detention. Using the phone during the day or deliberately deceiving staff could incur a higher sanction. Repeated breaches of this policy may result in escalated sanctions in accordance with the Behaviour and Sanctions Policy.

If a pupil has a medical condition that requires them to have access to their mobile phone, they must have prior permission from the Senior Deputy Head Pastoral.

All pupils are advised on leaving school to put their mobile phones in a zipped pocket or bag before leaving the school premises to minimise the risk of phone snatching and to ensure they are fully alert when crossing roads.

- School trips

On day trips, the normal way of working would be for pupils to lock their phones in their Yondr pouch, as above. For trips whereby pupils need to take photos, the lead teacher needs to request permission from the Senior Deputy Head Pastoral.

On residential trips, pupils may be allowed to have their mobile phones with them during the day. At night, their phones must be locked in their Yondr pouch, ideally 30 minutes before bedtime.

- Students – Sixth form

Students in the Sixth Form may use their phones in the common room at designated break and lunch times only. At all other times, mobile phones should be switched off and kept out of sight. Students must leave their mobile phones in the OSH or switched off in their bags when they are in other areas of the school. If mobile phones are seen outside the OSH, they will be confiscated until 4pm.

- Staff

Staff should model appropriate mobile phone use at all times. Personal mobile phones should not be used during lessons or while supervising pupils, except in exceptional circumstances, for example, taking the register. If staff need to use their mobile phones, it should be clearly communicated to pupils why they are using their mobile phone. Staff may use their mobile phones freely in staff only designated areas, such as the workroom, the staffroom or offices if they are not pupil facing.

Staff must not use personal devices to take photographs or videos of pupils. Only school-approved devices and systems should be used for this purpose, in line with safeguarding and data protection guidance.

In emergency situations or where necessary for safeguarding, staff may use mobile phones appropriately and in line with professional judgement.

Staff must ensure that any communication with pupils or parents does not take place via personal mobile numbers or messaging services, but through approved school channels/school devices only.

- Visitors

Visitors, including parents and contractors, are expected to respect the school's mobile phone policy while on site.

Mobile phones should be kept on silent and used only in designated areas such as the Front Office, unless otherwise agreed.

Visitors must not take photographs, videos, or audio recordings of pupils or staff without explicit permission from the school. This is made clear on event programmes.

Contractors or professionals who require phone use as part of their work must do so in a manner that does not compromise safeguarding or disrupt the school environment.

Any concerns regarding mobile phone use should be reported to a member of the Senior Leadership Team immediately.

Appendix 3 - Mobile Phone/Smartwatch/Smartglasses* Policy – FH Prep

*Smartwatches and Smartglasses (Metaglasses) are treated the same as mobile phones, so where you see mobile phones, the same rules apply to wearable smart devices. References to mobile phones throughout this policy include any device capable of communication, photography, audio recording or internet access.

At FHS Prep, we believe that it is vital for young children to learn in a phone-free environment and with intentional and considered use of screen-time in lessons. As such children are not allowed phones on site (with the specific exception detailed below) and adults, including staff, parents, volunteers and visitors, are required to keep phones out of site at all times in pupil-facing areas. Smart glasses may be worn on site where required for accessibility, medical, or other legitimate purposes; however, the use of smart glasses to record, photograph, film, or livestream any person or activity on site is strictly prohibited.

- Pupils

With the exception of Year 6 pupils who have been given permission to walk to school without an adult, Prep pupils are not permitted to bring mobile phones into school or on day/residential trips. Any mobile phone that is brought into school is confiscated by staff and returned to parents.

If a Year 6 pupil has permission to walk to school, she may bring in a mobile phone but this must be handed in to the front desk as soon upon arrival at school. It is then locked safely away during the school day and collected after the end of day dismissal.

- Staff

Staff are permitted to use personal mobile phones in the staff room, offices, and in teaching spaces when no children are present, but are not permitted to use them in the presence of pupils. This is strictly enforced across the school and particularly in the Early Years Foundation Stage, where there are additional policies governing the photography and use of devices around children in Reception.

Staff may use the school trip phones to photograph pupils in lessons or when off site where permissions have been given to do so.

In emergency situations or where necessary for safeguarding, staff may use mobile phones appropriately and in line with professional judgement.

Staff must ensure that any communication with pupils or parents does not take place via personal mobile numbers or messaging services, but through approved school channels/school devices only.

- Visitors (including parents)

Visitors, including parents/carers, volunteers and contractors, are expected to respect the school's mobile phone policy while on site. Mobile phones should be kept on silent and used only in designated areas such as the Front Office, unless otherwise agreed.

Visitors must not take photographs, videos, or audio recordings of pupils or staff without explicit permission from the school. This is made clear on event programmes.

Contractors or professionals who require phone use as part of their work must do so in a manner that does not compromise safeguarding or disrupt the school environment. This means:

- Not taking pictures or recordings of pupils.
- Not using phones for personal use in lessons, or when working with pupils.

Parents/carers, visitors, contractors 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. These rules are:

- 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 school office.
- Do not take photos or recordings of pupils or staff. This applies to all school events unless otherwise instructed by a member of 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.

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 or when pupils are on day/residential visits.

Parents/carers will be given clear instructions not to take photographs or recordings of pupils during events or school trips.