

Mobile Phone and Electronic Devices Policy

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Introduction

The school is committed to safeguarding and promoting the welfare of every child and maintaining a calm, safe and focused learning environment.

In line with Department for Education statutory guidance, the school prohibits the use of mobile phones and smart devices throughout the entire school day. The school operates as a **mobile phone-free environment by default**. Any exception to this approach will be rare, risk assessed and authorised by the Headteacher or Designated Safeguarding Lead (DSL).

The school recognises that unrestricted access to mobile phones and smart devices can increase risks associated with:

- Cyberbullying
- Online harm
- Inappropriate recording and photography
- Sharing of images and personal information
- Peer-on-peer abuse
- Distraction from learning
- Safeguarding concerns

This policy should be read alongside the school's:

- Safeguarding and Child Protection Policy
- Behaviour Policy
- Acceptable Use Agreements
- Photography and Filming Policy

Aims and Scope

Aims

This policy aims to:

- Safeguard all pupils, staff and visitors.
- Maintain a calm and purposeful learning environment.
- Promote positive behaviour and engagement.
- Minimise disruption to teaching and learning.
- Protect children from online risks and misuse of technology.
- Provide clear expectations for pupils, staff, parents, volunteers and visitors.
- Ensure compliance with current statutory guidance.

Scope

This policy applies to:

- Pupils

- Staff
- Local School Committee Members
- Volunteers
- Contractors
- Visitors
- Parents and carers whilst on school premises

For the purposes of this policy, "mobile phone and electronic devices" includes:

- Mobile phones and smartphones
- Smart watches
- Tablets with communication capability
- Devices capable of sending or receiving messages
- Devices capable of receiving notifications
- Devices capable of making calls
- Devices capable of accessing the internet
- Devices capable of taking photographs, screenshots or recordings
- Any personal smart technology with similar functionality

Roles and Responsibilities

Local School Committee

The Local School Committee is responsible for:

- Ensuring that the school complies with statutory guidance and safeguarding requirements.
- Monitoring the implementation and effectiveness of this policy.
- Reviewing the policy annually.
- Seeking assurance that appropriate systems are in place to safeguard pupils from risks associated with mobile phones and smart devices.

Headteacher (HT)

The Headteacher is responsible for:

- Implementing this policy consistently across the school.
- Ensuring that staff, pupils and parents understand the expectations within the policy.
- Authorising any exceptions to the school's mobile phone-free approach.
- Ensuring that appropriate sanctions are applied where breaches occur.
- Reporting significant issues, trends or concerns to the Local School Committee.
- Ensuring that the policy is reviewed regularly and remains compliant with statutory guidance.

Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for:

- Supporting the Headteacher in implementing and monitoring this policy (where the role or HT and DSL are separated).
- Advising on safeguarding risks associated with mobile phones and smart devices.
- Reviewing and authorising safeguarding-related exemptions where appropriate.
- Managing incidents involving online safety, cyberbullying, child-on-child abuse, inappropriate image sharing or other safeguarding concerns linked to personal devices.
- Ensuring concerns are recorded, monitored and acted upon in line with safeguarding procedures.
- Liaising with external agencies where necessary.

Staff

All staff are responsible for:

- Modelling safe, professional and responsible use of technology.
- Adhering to the expectations outlined within this policy.
- Applying the policy consistently and fairly.
- Challenging inappropriate use of mobile phones or smart devices.
- Reporting concerns or breaches to a senior leader.
- Following safeguarding procedures where mobile devices are linked to a safeguarding concern.
- Ensuring that images or videos of pupils are only taken using approved school equipment or authorised systems.

Pupils

Pupils are responsible for:

- Following the expectations set out within this policy.
- Not bringing mobile phones or smart devices to school unless permission has been granted.
- Handing approved devices to the school office immediately upon arrival.
- Using technology safely, responsibly and respectfully.
- Reporting any concerns relating to mobile phones, online behaviour or digital safety to a trusted adult.

Parents and Carers

Parents and carers are responsible for:

- Supporting the school's mobile phone-free approach.
- Ensuring that their child follows the expectations outlined within this policy.
- Requesting permission where there is a legitimate need for a child to bring a mobile phone to school.
- Collecting confiscated devices where required.
- Working in partnership with the school to promote safe and responsible use of technology.

Visitors, Volunteers and Contractors

Visitors, volunteers and contractors are responsible for:

- Following the requirements of this policy whilst on the school site.
- Ensuring that mobile phones and smart devices are used appropriately and in accordance with safeguarding expectations.
- Refraining from photographing, recording or filming pupils without authorisation.
- Reporting any concerns relating to the misuse of mobile phones or smart devices to a member of staff.

Mobile Phone-Free School Environment

The school prohibits the use of mobile phones and smart devices throughout the school day, including:

- Before-school provision
- Registration periods
- Lessons
- Breaktimes
- Lunchtimes
- Collective worship and assemblies
- Educational visits
- After-school provision

Personal devices must not be used by pupils at any point during these times unless authorised under the exception arrangements contained within this policy.

Limited Use of Mobile Phones by Visitors, Parents, Carers and Contractors

The school recognises that visitors, parents, carers and contractors may carry mobile phones on the school site. Use should be limited to legitimate purposes and should not take place in pupil-accessible areas unless authorised by the Headteacher or a member of the Senior Leadership Team.

The use of mobile phones by visitors, parents, carers and contractors must be balanced against the school's safeguarding responsibilities and commitment to maintaining a mobile phone-free environment for pupils.

Visitors, parents, carers and contractors may use mobile phones:

- In reception areas and designated public areas of the school.
- For legitimate communication purposes.
- In emergency situations.
- Where authorised by a member of the Senior Leadership Team.
- Where use forms part of an approved professional or contractual requirement.

Mobile phones must not be used to:

- Photograph or record pupils without permission.
- Access social media whilst supervising or working with children.
- Record conversations or meetings without the knowledge and consent of those involved.
- Compromise the privacy, dignity or safety of pupils, staff, governors or visitors.
- Circumvent safeguarding, security or data protection measures.

School Events and Celebrations

The Headteacher may authorise limited use of mobile phones during specific school events, including:

- Nativity performances
- Harvest celebrations
- Sports Days
- Leavers' events
- Performances and productions
- Community and church events
- Open days and exhibitions
- Other special occasions

Where permission is granted:

- Parents and carers may take photographs or videos of their own child for personal use.
- Parents and carers are reminded that photographs and recordings taken at school events are for personal family use only and should not be published on social media or shared electronically where they include other children, staff or members of the school community without appropriate consent.
- Images and recordings must not be shared publicly if they include other children without appropriate consent.
- The school reserves the right to restrict or prohibit photography and filming where safeguarding concerns exist.
- All attendees must follow any instructions issued by staff regarding photography, filming or recording.
- Permission to take photographs or recordings may be withdrawn at any time where safeguarding, privacy or health and safety concerns arise.

Please refer to the school's Photography and Filming Policy for more information on the school's policy to the use of mobile phones for the purposes of photography and filming.

Contractors Working on Site

Contractors may carry mobile phones for legitimate business purposes. Where contractors are working in areas accessible to children, mobile phones should remain out of sight unless required for their work.

Contractors must not:

- Photograph or record pupils.
- Use mobile phones whilst undertaking activities that require direct supervision of children.
- Share images, recordings or information obtained whilst working on the school site.
- Access or store confidential school information on personal devices unless specifically authorised.

Headteacher Discretion

The Headteacher retains the discretion to permit, restrict or prohibit the use of mobile phones and other smart devices in any area of the school or at any event where this is necessary to:

- Safeguard pupils and staff.
- Protect privacy and confidentiality.
- Comply with data protection requirements.
- Support the effective and orderly running of the school.
- Respond to individual safeguarding or health and safety concerns.
- Comply with the most up to date Keeping Children Safe in Education guidance

Any decision made under this discretion will be proportionate, risk assessed where appropriate, and communicated clearly to those affected.

Where a risk assessment has determined that mobile phone use must be restricted, the school reserves the right to deny access to the site or to insist a member of school staff accompanies the contractor.

Use of Mobile Phones by Pupils

Bringing a Mobile Phone to School

Pupils should not bring mobile phones to school unless permission has been granted by the Headteacher and a parent/carer has signed an agreement (Appendix A). As a general rule, only pupils in Year 5 and 6 are permitted to bring mobile phones to school. The school recognises that some pupils require a device to communicate with a parent/carer before or after school, particularly those children in Years 5 and 6 with permission to walk home independently.

Examples may include:

- Independent travel to and from school
- Safeguarding considerations
- Exceptional family circumstances

Storage of Approved Devices

Where permission has been granted:

- The device must be switched off before entering the school site.
- The device must be handed directly to the school office upon arrival.

- The device will be stored securely throughout the day.
- The device must be collected at the end of the school day.

Pupils must not keep mobile phones:

- On their person
- In classrooms
- In school bags
- In lockers or cloakrooms

Smart Watches and Wearable Devices

Pupils may not bring or wear smart watches or wearable devices that can:

- Send or receive messages
- Send or receive notifications
- Make or receive calls
- Access the internet
- Take photographs
- Record audio or video
- Track or share location information

Wearable devices will only be permitted where required for a documented medical need and agreed by the Headteacher following an appropriate risk assessment.

Use of Mobile Phones on Educational Visits and Residential Trips

Staff and accompanying adults must ensure that the use of mobile phones during educational visits and residential trips is professional, appropriate and does not compromise the safety, wellbeing or privacy of pupils. Personal mobile phones should only be used when necessary and must not be used to take photographs, videos or audio recordings of pupils. Any images required for educational or communication purposes must be taken using school-approved devices and in line with the school's safeguarding and data protection procedures.

Pupils are not permitted to use mobile phones during educational visits unless specific arrangements have been communicated in advance by the school and have been reviewed by the Headteacher. Where access to a mobile phone is granted, appropriate use will be determined by the visit leader to enable contact with parents and carers. Phones must be used responsibly, must not interfere with activities, learning or sleep routines, and must never be used to photograph, film or record other pupils, staff or members of the public without permission. The school reserves the right to restrict or withdraw a pupil's access to their phone where its use causes safeguarding, behavioural or wellbeing concerns.

All use of mobile phones during educational visits and residential trips must comply with the school's safeguarding, behaviour, online safety and data protection policies.

Educational Technology

The school provides devices for learning where appropriate.

The school does not operate a Bring Your Own Device (BYOD) scheme involving mobile phones. Personal mobile phones must not be used for educational purposes within school. Any exceptional use of personal technology will be managed through the school's Online Safety and Acceptable Use arrangements.

Medical and Accessibility Exceptions

The school will make reasonable adjustments where required.

Examples may include:

- Diabetes monitoring equipment
- Medical monitoring applications
- Assistive technology
- Communication devices linked to disability or medical need

Any exception will:

- Be individually assessed
- Be risk assessed
- Be agreed with parents and relevant professionals where appropriate
- Be recorded by the school

Mobile Phones and Smart Devices Used by Staff

Staff must model safe, professional and responsible use of technology.

Staff must:

- Keep personal devices out of sight during pupil contact time.
- Store devices securely.
- Use devices only in staff-only areas during breaks or non-contact time. Designated areas are: the staffroom, the front offices, the Headteacher’s office and classrooms before or after school (when children are not present).

Staff must not:

- Use personal phones whilst supervising pupils.
- Take photographs or videos of pupils using personal devices.
- Share personal contact details with pupils.

Images of pupils must only be captured using approved school equipment or through authorised school systems except where prior approval has been granted by a member of the Senior Leadership Team in exceptional circumstances.

Failure to comply with this policy may result in disciplinary action.

Volunteers, Visitors and Contractors

Visitors, volunteers and contractors should not use mobile phones in pupil-accessible areas.

Photography, filming or recording on the school site is not permitted unless authorised by the Headteacher.

Any agreed use must comply with safeguarding, data protection and school procedures.

Parents and Carers

Parents and carers are asked to support the school's mobile phone-free approach.

The school will communicate this policy and explain the educational, wellbeing and safeguarding reasons for maintaining a mobile phone-free environment.

Parents and carers should:

- Contact the school office if an urgent message needs to reach a child.
- Avoid contacting children directly during the school day.
- Follow school expectations regarding photography and filming on site.

Parents and carers must not photograph, record or film other children without permission.

Breaches of the Policy

Where a pupil breaches this policy:

First Breach

- The device will be confiscated and stored securely.
- Parents or carers will be informed.
- The mobile phone will be returned directly to a parent or carer.

Repeated Breaches

- The device will be confiscated.

- Parents or carers will be required to collect the device.
- Behaviour sanctions may be applied in accordance with the Behaviour Policy.
- Permission to bring a mobile phone to school may be withdrawn.

Schools have statutory powers to confiscate prohibited items where appropriate.

Safeguarding, Searching and Confiscation

Where there is a safeguarding concern, the Headteacher, DSL or member of SLT may search, examine or retain a device in accordance with relevant legislation and Department for Education guidance.

This may include situations involving:

- Cyberbullying
- Child-on-child abuse
- Harassment
- Threats or intimidation
- Sharing of inappropriate images
- Online exploitation
- Any matter that may place a child at risk

All concerns will be managed in line with safeguarding procedures and recorded appropriately.

Where necessary, the school may involve external agencies, including Children's Social Care or the Police.

Review Mechanisms

The Headteacher and Designated Safeguarding Lead are responsible for implementation of this policy.

The policy will be reviewed annually, or sooner where required, against:

- Department for Education statutory guidance
- Keeping Children Safe in Education
- Behaviour in Schools guidance
- Safeguarding legislation and best practice developments

The Local School Committee will monitor the effectiveness of this policy through safeguarding and behaviour reporting.

Guidance

This policy has been developed in accordance with the Department for Education's statutory guidance "Mobile Phones in Schools" (June 2026), which came into force on 1 September 2026, together with current safeguarding, behaviour, online safety and data protection requirements.

This policy should be read alongside the following legislation, statutory guidance and school policies:

Statutory Guidance

- Department for Education (2026) **Mobile Phones in Schools** (statutory guidance, effective from 1 September 2026).
- Department for Education, **Keeping Children Safe in Education (KCSIE)** (current edition).
- Department for Education, **Behaviour in Schools: Advice for Headteachers and School Staff**.
- Department for Education, **Searching, Screening and Confiscation: Advice for Schools**.
- Department for Education, **Teaching Online Safety in Schools**.

Legislation

- Education Act 1996
- Education and Inspections Act 2006
- Education Act 2011
- Equality Act 2010
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

School and Trust Policies

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Online Safety Policy
- Staff Code of Conduct
- Acceptable Use Agreements
- Data Protection Policy

Appendix A:

Parent Agreement for Bringing a Mobile Phone to School

I request permission for my child to bring a mobile phone to school.

I understand that:

- Permission may be withdrawn at any time.
- The phone must be switched off before entering the school site.
- The phone must be handed to the school office immediately on arrival.
- My child must not access or use the device during the school day.
- The school accepts no responsibility for loss, theft or damage.
- Failure to comply with the policy may result in confiscation and withdrawal of permission.

Pupil Name: _____

Parent/Carer Name: _____

Signature: _____

Date: _____