

Mobile Phone and Smart Technology Policy

Wynndale Primary School



Approved by:	The Governing Body	Date: September 2024
Last reviewed on:	January 2026	
Next review due by:	January 2027	

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1. Introduction and aims

This policy is written in line with:

- **Keeping Children Safe in Education (KCSIE)** (DfE, latest version)
- **Working Together to Safeguard Children**
- **Behaviour in Schools Guidance** (DfE)
- **UK GDPR and the Data Protection Act 2018**
- **Online Safety Guidance** (DfE)

At Wynndale Primary School, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- 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

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

- Risks to child protection
 - Data protection issues
 - Potential for lesson disruption
 - Risk of theft, loss, or damage
 - Appropriate use of technology in the classroom
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Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

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 headteacher is responsible for monitoring the policy every two years, reviewing it, 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.

3.2 Governors

Governors will review the policy, including any amendments, every two years.

4. Use of mobile phones by staff

4.1 Personal mobile phones

In accordance with **KCSIE** and the **Staff Code of Conduct**, staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, to make or receive calls, or send messages, whilst children 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 is 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
- During an emergency occurrence where the use of mobile phones is unavoidable or impractical

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 (01623 479001) as a point of emergency contact.

4.2 Data protection

Under **UK GDPR and the Data Protection Act 2018**:

- Images and recordings of pupils constitute personal data
- Unauthorised recording or sharing is a serious breach of data protection and safeguarding requirements
- Any incident will be reported to the Designated Safeguarding Lead (DSL) and managed in line with school procedures

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 Bard).

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including 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 which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment, such as the class iPad. If there is ever a need to use personal equipment or if school equipment would not be suitable, this must be approved by the head teacher and should be deleted once the photograph/recording has been transferred to a school device.

DSLs with elevated access to CPOMS will need to use their personal mobile phone to authenticate their entry to the site. As a result, they will sometimes need to use their phone in the presence of pupils, but this should be done quickly, with the device put away as soon as completed.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- To issue homework, rewards or sanctions
- To use multi-factor authentication
- Emergency evacuations
- 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 which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

- It is strongly advised that school devices are used where possible or calls are made through the school office, but if not accessible, staff should turn off their caller ID to hide their personal number before making a call.

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

Pupils who regularly bring a mobile phone to school should only do so for the reason that they walk to and from school alone. They bring their phone to school at their own risk.

Parents are required to sign to say they wish their child to bring their mobile phone to school and agree that it will be the responsibility of their child, and any damage will not be the responsibility of the school or staff.

The phones **MUST** be switched off before they enter the school premises and handed in to be kept secure during the day. Phones are collected by the class teacher and placed in a plastic wallet. This plastic wallet is taken to the main school office, where it is locked away safely and returned to the class teacher at the end of the school day, for them to return the phones to relevant children. Phones should remain switched off until children have left the school site.

Failure to comply with the acceptable use policy on more than 3 occasions, will result in withdrawal of the privilege and the pupil not being able to bring their phone to school again.

If a child fails to hand in their mobile phone each morning and is seen to be using the phone during the day, staff will confiscate the phone and contact parents to inform them that the privilege has been withdrawn.

5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features, and some can allow photographs to be taken. We recognise that smart watches are part of everyday life for many children. However, we also recognise that they can prove a distraction in school.

Smart watches should not be brought into school; they may be valuable and could be lost or stolen. Where a pupil is found to be in unauthorised possession of a smart watch, the watch will be confiscated by the head teacher, locked away in the school office and returned only to the parent/carer.

5.2 Sanctions

If pupils are in breach of this policy:

- In line with **Behaviour in Schools Guidance**, phones will be confiscated, and parents / carers will be informed to come and collect the phone / smart watch from the school office (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- If phones are confiscated, they are collected by the head teacher, who will ensure the phone is held securely until it can be collected by a parent / carer

- Staff have the power to search pupils' phones in specific circumstances, as set out in the [Searching, screening and confiscation in schools - GOV.UK](#) DfE guidance. 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).

If staff, pupils or parents / carers find inappropriate content on a phone, or if they suspect inappropriate behaviour, they must report it to a DSL, who will then conduct an investigation to determine next steps.

Staff who are not DSL trained must not conduct an investigation. Staff are also reminded never to look at pornographic imagery on a phone if the concern is of this nature. Any concerns of this type should be reported to a DSL immediately

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:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- 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/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 is 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, or when working with pupils

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 which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any 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 ensure that the phones are appropriately labelled and are stored securely when not in use.

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. 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 and from school.

Pupils, parents / carers will be made aware of our policy on mobile phones through:

- Visible access to this policy through the school website
- A disclaimer in our home-school agreement, which is given to new families each year.

Confiscated phones will be stored in the school office.

Schools that confiscate phones from pupils become responsible for the phone, and can be held responsible for loss, theft or damage. The headteacher or other member of the DSL team will be responsible for the confiscating and storage of any devices.

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

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of 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 Department for Education, the local authority and any other relevant organisations

School governors will approve this policy before implementation.

Appendix 1

Pupil use of mobile phones

Pupils who regularly bring a mobile phone to school should only do so for the reason that they walk to and from school alone. They bring their phone to school at their own risk.

Parents are required to sign to say they wish their child to bring their mobile phone to school and agree that it will be the responsibility of their child and any damage will not be the responsibility of the school or staff.

The phones **MUST** be switched off before they enter the school premises and handed in to be kept secure during the day.

Failure to comply with this on more than 3 occasions, will result in withdrawal of the privilege and the pupil not being able to bring their phone to school again.

If a child fails to hand in their mobile phone each morning, and is seen to be using the phone during the day, staff will confiscate the phone and contact parents to inform them that the privilege has been withdrawn.

Section 94 of the Education & Inspection Act 2006 provides that where a teacher disciplines a pupil by confiscating an item, he will not be liable for any loss or damage to that item provided the disciplinary penalty was lawful (that is, reasonable, proportionate and imposed by an authorized person and not in breach of any statutory requirement or prohibition).

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Child's name.....

Year group

I agree that my child will need to bring their mobile phone to school as they walk to and from school alone. They will take full responsibility for their mobile phone whilst it is on the school premises.

I/they agree to abide by the rules set out above.

Signed Pupil

Signed Parent/Carer

Date