Ladygrove Primary School and Nursery

Mobile Phone, Devices and Smart Watch Policy

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Policy- Document Status			
Date of Policy Creation	**June 2023; reviewed annually**	**Named Responsibility**	Joanne Weichlbauer
Date of review completion	**September 2026**	**Named Responsibility**	Pupils, Staff, Parents and Governors
Inception of new Policy	**September 2026**	**Named Responsibility**	Kirsty Stewart
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This policy provides clear guidance on the use of mobile phones in school by both staff and pupils

Introduction and Aims

At Ladygrove Primary School and Nursery, the welfare, safeguarding, learning and wellbeing of pupils are paramount. In line with the Department for Education's statutory guidance effective from 1 September 2026, the school is a mobile-phone-free environment by default. Pupils must not use mobile phones or other personal smart technology with similar communication, notification, audio-recording or video-recording functions at any point during the school day, including lessons, transitions, breaktimes and lunchtime. Any exception must be agreed in advance, limited to an individual need and managed so that it does not undermine the school's phone-free environment.

In this policy, "mobile phone" also includes personal tablets, smart watches and other personal interactive communication devices capable of sending or receiving messages or notifications, accessing mobile networks, or recording audio, photographs or video. School-provided devices used for teaching and learning are governed by the school's acceptable-use, safeguarding, filtering and monitoring arrangements.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Child Protection and Safeguarding Policy
- Anti-Bullying Policy
- Positive Behaviour Policy
- Guidance on the Use of Photographic Images and Videos of Children in Schools
- Pupil Mobile Phone Policy
- Code of Conduct
- Social Media Policy

Camera Mobile Phones and Wearable Technology such as Smart Phones

Camera mobile phones are becoming increasingly popular, and a built-in digital camera enables users to take high resolution pictures. These can be sent instantly to other mobile phone users or email addresses. They can also be posted on the internet or in chat rooms.
There is a potential for camera mobile phones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils or/and teachers.

Smart watches and other personal smart devices must not be used by pupils during the school day. Where an authorised exception applies, communication, notification and recording functions must be disabled unless their use forms part of the agreed reasonable adjustment or medical plan.

Staff policy*

Staff are allowed to bring their phones to school, but they are only permitted to use them in areas such as the staff room, where no children are present. Mobile phones should be switched off during the school day and placed in lockers in the staffroom.

**We understand that due to the two-factor authenticator security linked to work accounts, there may be times where some staff are needing to use their mobile phone within school time and on occasion around pupils. This is to be in a professional manner, away from children where possible and the device to be put back into lockers/drawers when used.*

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

- outside of their contracted hours
- discreet and appropriate eg: not in the presence of pupils

- Mobile phones, devices or wearable technology such as Smart Phones should be switched off and left in a safe, locked place during lesson times. 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, they should use the school telephone in the office.

- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

- With regard to camera phones, 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 is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

- Staff are only allowed to wear smart watches within school if they are not connected to mobile phones and if the camera function is switched off.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However, staff should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children).

- Personal mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office or if on a residential visit and the communication needs to take place out of school hours, using the school mobile phone away from the children.

- Where parents are accompanying trips, they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

- The Pupil and Family Support worker and the school Wellbeing and Pastoral lead have a work mobile that is used for communication with families. Families are given the numbers to these mobiles if these members of staff are supporting them. Any communication with families via these devices is logged into our Safeguarding monitoring system; CPOMS.

- School has one mobile phone that staff can take in the case of emergency (e.g. Fire Grab Bag and emergency evacuation from site), on school visits or to the forest school area. This is located in the Admin office drawers. This is to be signed in and out by the school admin team. Staff can take photos on this phone in line with GDPR regulations and parental permissions, but they need to be uploaded onto the school system immediately after returning to school. They should then be deleted from the device.

Parents, visitors (including contractors) or volunteers

When parents, visitors or volunteers sign into school, they are asked if they have any mobile devices (including SMART watches). They are then asked to either place them in a locker or secure them in their vehicles. This is to keep our children as safe as we can.

Adults either in school or accompanying children on school trips should not use their mobile phones or use them to take pictures of pupils unless it is at a public event such as Sports Day, Christmas performances or summer fayre and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Personal cameras and mobile phone cameras should not be used to take pictures of children or information about 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 a school camera. Parents accompanying children on school trips should not use their mobile cameras, tablets or wearable devices to take pictures of children.

Where possible, we would prefer Parents to put their phones away when entering the school grounds.

Pupil Policy (Please also see 'Pupil Mobile Phone Policy')

Pupils may bring a mobile phone to school only where a parent or carer considers it necessary for the journey to or from school, or where the Headteacher has approved an individual exception. Bringing a device onto the premises does not permit its use during the school day.
Any pupil device brought to school must be switched off before entering the school premises and handed to the school office immediately on arrival for secure storage. It may be collected at the end of the day and must remain switched off until the pupil has left the school premises. The same expectations apply to smart watches, personal tablets and other covered devices.

Personal devices can provide unfiltered access to online content and can be used to bully, harass, coerce, record or share harmful material. Any concern arising from a device will be addressed under the school's safeguarding, child protection, behaviour and anti-bullying procedures. Staff must report safeguarding concerns promptly to the Designated Safeguarding Lead and must preserve potential evidence rather than routinely viewing, copying or deleting content.

Parents and carers must complete the consent form where a child needs to bring a device for travel safety. A separate, documented authorisation from the Headteacher is required for any use during the school day. Exceptions will be considered case by case, including where required for a disability, medical condition, special educational need or other exceptional circumstance. The school will agree how the device is managed and will review the arrangement regularly.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Devices should be clearly marked so that each pupil knows their own. Devices should be turned off before handing in. Parents are advised that Ladygrove Primary School and Nursery accepts no liability for the loss or damage to mobile phones and other smart devices which are brought into school or school grounds.

Where there are reasonable grounds and in accordance with the school's behaviour policy and the Department for Education's searching, screening and confiscation guidance, the Headteacher or an authorised member of staff may search for and confiscate a device. Searches, decisions and outcomes will be recorded as appropriate, and parents or carers will be informed in line with that guidance.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day.

If a pupil is found taking photographs or video footage with a mobile phone, tablet or smart watch of either other pupils or teachers, the device will be confiscated, and this will be regarded as a serious offence.

If a device may contain evidence of a safeguarding concern, harmful content or a criminal offence, staff must not ask a pupil to delete material. The device will be secured and the matter referred immediately to the Designated Safeguarding Lead, who will determine the appropriate action, including contact with parents or carers, children's social care or the police where required.

Should a pupil be found to be using their phone or devices inappropriately, the school reserves the right to withdraw this privilege. *We ask that parents should talk to their children about the appropriate use of text messages and images as they can often be used to bully pupils. Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.*

Parents may want to look at the advice on www.internetmatters.org which explains how to add some parental controls to the phone and gives advice on how to keep children safe.

Mobile Phone, Devices and Smart Watch Policy Parental Consent Form

Dear Parent/Carer

In accordance with our Mobile Phone, Devices and Smart Watch Policy, Ladygrove Primary School and Nursery is a mobile-phone-free environment throughout the school day. If your child needs to bring a device for safety while travelling to or from school, please complete the form below. This consent allows the device to be brought to school for secure storage only; it does not permit use during the school day.

- The device must be switched off before your child enters the school premises and handed to the school office immediately on arrival.
- The device will be stored securely and collected at the end of the day; it must remain switched off until your child has left the school premises.
- The school accepts no responsibility for loss of, or damage to, personal devices brought onto the premises.
- Any use during the school day requires separate, prior written authorisation from the Headteacher; breaches will be addressed consistently under the behaviour policy and may result in the arrangement being withdrawn.

Thank you.

Yours sincerely

Head teacher

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PARENTAL CONSENT

I/we give permission for our child (name) …… in Year …….. to bring their mobile phone into school.

Please name the type of device……

We have read the policy and understand its implications

Signed ……

Name (please use capitals) ……

Date……..

PLEASE RETURN PERMISSION SLIP TO THE
LADYGROVE PRIMARY SCHOOL AND NURSERY OFFICE.
THANK YOU.