



## Mobile Phone and Smart Device Policy

### Policy Details

<b>Policy Level</b>	School
<b>Document Approver</b>	Trust Board
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## 1. Purpose and Rationale

At Cawston Grange Primary School, safeguarding, wellbeing and high-quality learning are at the heart of everything we do. The use of mobile phones and smart devices presents potential risks to children's safety, privacy, emotional wellbeing and learning. These include distraction from learning, inappropriate access to online content, risks associated with photography and recording and breaches of professional boundaries.

This policy sets out clear expectations for pupils, staff, visitors, contractors and parents to ensure that mobile phones and smart devices are used responsibly and do not compromise safeguarding, learning or professional conduct.

This policy should be read alongside the Safeguarding and Child Protection Policy, Code of Conduct, Acceptable Use Policy and Behaviour Policy.

Cawston Grange Primary School is committed to creating a safe, respectful and focused learning environment. Through clear expectations and consistent practice, this policy supports our shared responsibility to safeguard children and promote excellence in behaviour, learning and professional conduct.

## 2. Scope of Policy

This policy applies to all pupils, staff (including teaching, support, supply and volunteers), contractors, visitors, external professionals, parents and carers.

It covers all mobile phones, smartphones, smart watches, tablets, wearable technology and any other personal device capable of making or receiving calls, sending or receiving messages, accessing the internet or taking photographs or recordings. These are referred to in this policy as "smart devices".

## 3. Key Principles

The school's approach to mobile phones and smart devices is based on the following principles:

- The safety and welfare of children is paramount
- Learning time must be protected from distraction
- Children and adults have a right to privacy and dignity
- Staff must maintain clear professional boundaries
- The school must meet its safeguarding and data protection responsibilities
- All members of the school community share responsibility for upholding high standards



## 4. Pupils Use of Mobile Phones and Smart Devices

### General Expectations

Pupils are discouraged from bringing mobile phones or smart devices to school. Where a phone is brought to school, this is entirely at the child's and family's own risk and the school accepts no responsibility for loss, theft or damage.

Pupils must not access their phones during the school day unless explicitly authorised by a member of senior staff.

### Storage During the School Day

Each classroom has a designated phone safe. On arrival in the morning, pupils must place their phone in the class phone safe. Phones remain secured for the duration of the school day and are returned to pupils at the end of the day.

### Medical and Health-Related Exceptions

Some pupils may need to keep their mobile phone on their person for medical or health-related reasons, for example to monitor a medical condition or respond to alarms.

In these circumstances:

- The phone will be carried in an agreed carry bag
- The phone may not be placed on silent if alarms are required
- Acceptable use arrangements will be agreed with the pupil and family
- The school will work closely with the family to ensure clear expectations

Any misuse of a phone provided under this exception will be addressed immediately and reviewed in partnership with the family.

### After-School Clubs and Activities

During after-school clubs and activities, mobile phones must remain in pupils' bags, switched off or on silent and kept out of sight. Phones must not be used during activities.

### Smart Watches and Wearable Technology

Smart watches or wearable devices with cameras, messaging facilities, internet access or recording functions are not permitted in school. Any device capable of communication or recording beyond basic timekeeping

## 5. Staff Use of Mobile Phones and Smart Devices

### Professional Responsibility

Staff are role models for pupils and must demonstrate responsible, professional and proportionate use of technology at all times. Personal device use must never compromise safeguarding, supervision, learning or professional boundaries.

### During Teaching and Supervision Time

Personal mobile phones should not be used during lessons, playground duty, clubs or supervised activities. Phones should be on silent and stored away from pupils. Staff must not check personal messages or social media during teaching time.



### Smart Watches

Staff may wear smart watches, provided these are set to silent and do not distract from teaching or supervision. Smart watches must not be used for messaging, recording or photography during working hours.

### Photography and Recording

Staff must only use school-approved devices for photographs or recordings. Personal devices must never be used to photograph or record pupils.

The school phone is clearly identifiable with a 'School Phone' label. This is the only phone that may be used around the school to take photographs. It is also used on educational visits by the trip leader. The school phone is kept in the Headteacher's office.

All images must be stored and used in line with data protection and school policies.

### Emergency and Exceptional Circumstances

Occasionally, staff may need to remain contactable due to genuine emergency situations. In these cases, permission must be sought from the Headteacher or Deputy Headteacher in advance where possible and formally agreed.

If an urgent call must be taken, staff must ensure that pupils are appropriately supervised and that suitable cover is in place. Calls must be taken in a private area such as the staff study room or staff room.

Under no circumstances should staff prioritise personal calls over pupil supervision.

### Use of Phones on Educational Visits

On school trips and visits, it may be necessary for staff to use mobile phones to make emergency calls or remain in contact with colleagues. This use must be proportionate, necessary and focused on safeguarding and organisation.

Personal phones must never be used to take photographs on trips. All photographs must be taken using the designated school phone or school iPads.

## 6. Contractors, Visitors and External Professionals

All visitors, including contractors, volunteers and external professionals, are expected to follow safeguarding guidance and respect this policy.

Mobile phones should not be used in areas where pupils are present unless permission has been granted. Photography, recording or filming is prohibited without explicit authorisation. Devices must never be used in a way that compromises safeguarding.

Visitors must remain with their host unless otherwise agreed. Any concerns about device use must be reported immediately to a member of the safeguarding team.

## 7. Parents and Carers

Cawston Grange Primary School promotes a 'no phone zone' ethos during drop-off, pick-up and when on site. We promote Parents and carers to avoid using mobile phones when interacting with pupils and to give children their full attention.



Positive, meaningful interactions at the start and end of the day are essential to children's emotional wellbeing and sense of belonging.

### School Events and Activities

At school events, assemblies and performances, mobile phones must be on silent at all times. Staff will provide clear guidance on whether photographs or recordings are permitted, and this must be followed without exception.

Where photography is permitted, it is for personal use only and must not be shared on social media without appropriate consent.

### Safeguarding and Privacy

Parents must not photograph or film other children, share images without consent or use devices in ways that compromise safeguarding.

## 8. Data Protection and Privacy

All use of digital devices must comply with data protection legislation and school policies. This includes appropriate consent, secure storage, limited access and lawful, ethical use.

Any breaches of data protection requirements will be addressed by senior leaders and, where necessary, external agencies.

## 9. Safeguarding and Online Safety

The misuse of mobile phones and smart devices can facilitate bullying, harassment, grooming, exposure to harmful content and the sharing of inappropriate images.

This policy forms part of the school's wider safeguarding and online safety framework. Any concerns relating to device use must be reported immediately to the Designated Safeguarding Lead.

## 10. Reporting Concerns and Breaches

Any breach of this policy, by pupils, staff, visitors or parents, must be reported to the Designated Safeguarding Lead team as a safeguarding concern.

All incidents will be reviewed and addressed in line with the appropriate linked policies, including the Staff Code of Conduct, Behaviour Policy, Safeguarding and Child Protection Policy and Disciplinary Procedures, as relevant.

This approach ensures that concerns are managed consistently, transparently and in the best interests of children.

## 11. Roles and Responsibilities

The Headteacher and Senior Leadership Team are responsible for ensuring that this policy is implemented, monitored and reviewed.

All staff are responsible for modelling best practice, following the policy consistently, challenging inappropriate use and reporting concerns promptly.



Pupils are expected to follow school rules and use devices responsibly.

Parents, carers and visitors are expected to respect school expectations and support consistent practice.