



Keresforth Primary School

Mobile Phone and Smart Device Policy

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1. Purpose

Keresforth Primary School is committed to providing a calm, safe and supportive environment in which every child can learn, play and develop.

The school recognises that mobile phones and other smart devices can provide benefits outside school. However, their use during the school day can cause distraction, disruption, online conflict, bullying, safeguarding concerns and loss of focus on learning.

The school therefore operates a **mobile-phone-free environment**.

This policy has been developed in accordance with the Department for Education's *Mobile phones in schools* statutory guidance and should be read alongside the school's Behaviour Policy, Safeguarding and Child Protection Policy, Online Safety Policy and Acceptable Use Policy.

2. Scope

This policy applies to:

- all pupils;
- all mobile phones and smartphones;
- smartwatches and other devices capable of sending or receiving messages or notifications through a mobile network;
- devices capable of recording audio or video where these are being used as personal communications devices;
- similar personal smart technology;
- the use of personal mobile phones and smart devices by staff, volunteers and visitors.

For the purposes of this policy, "mobile phone" includes smartphones and other personal communications devices with similar functionality.

3. Our policy

Pupils must not use, access or have possession of a mobile phone or personal smart device during the school day.

As a primary school, the school's normal expectation is that:

Pupils may only bring their mobile to school for the purposes of safety whilst travelling. Phones will be handed in to the Headteacher or other senior staff member in the playground.

The prohibition applies throughout the school day, including:

- lessons;
- registration;
- assemblies;
- corridors and movement between lessons;
- breaktimes;
- lunchtime;
- clubs and activities taking place during the school day;
- educational visits and trips, unless the school has specifically authorised a device for an identified purpose.

The restriction applies whether the device is being used actively or not.

4. Why the school has this policy

The school's policy is intended to:

- protect pupils' attention and concentration;
- reduce classroom disruption;
- support positive face-to-face relationships;
- reduce opportunities for online bullying and conflict during the school day;
- reduce the risk of inappropriate photographs, video or audio recordings;
- support safeguarding;
- reduce exposure to inappropriate or unregulated online content;
- promote physical activity, play and social interaction;
- establish clear and consistent expectations for pupils and families.

The school will also teach pupils about the benefits and risks associated with mobile phones, smartphones, social media and other digital technologies as part of its wider curriculum and online-safety provision.

5. What counts as a prohibited device?

The policy applies to mobile phones and similar personal smart technology, including but not limited to:

- smartphones;
- mobile phones;
- smartwatches with mobile-network, messaging or calling capability;
- devices capable of sending or receiving messages through a mobile network;
- devices capable of recording audio or video where the device is being used as personal smart technology;
- other devices that provide substantially similar communications functionality.

School-owned digital devices provided for learning are not covered by this prohibition when they are being used under the school's ICT, Acceptable Use or digital-learning arrangements.

6. Exceptional circumstances

The school recognises that there may be exceptional circumstances in which a pupil needs to bring a mobile phone or similar device to school.

Examples may include:

- an identified safeguarding or medical need;
- a disability or additional need where a device forms part of an agreed support arrangement;
- a specific journey or family circumstance agreed in advance with the Headteacher;
- another exceptional circumstance agreed by the school.

Any such arrangement must be agreed with the school **before the device is brought onto the school site.**

Where permission has been granted, the school will agree where and how the device must be stored. The device must remain switched off or otherwise

inaccessible to the pupil during the school day unless the agreed arrangement specifically states otherwise.

Permission may be reviewed or withdrawn where necessary.

The school will make reasonable adjustments or adaptations where required to meet the needs of an individual pupil.

7. If a pupil brings a phone without permission

If a pupil brings a mobile phone or prohibited smart device to school without prior agreement, the pupil must hand it to a member of staff when requested.

The device will normally be:

1. switched off or secured so that it cannot be accessed;
2. stored safely by the school;
3. returned to the pupil or parent/carer in accordance with the school's agreed sanctions and collection procedure.

Sanctions will be proportionate, reasonable and applied consistently.

The school will not impose a sanction simply because a pupil has an agreed reasonable adjustment or exceptional arrangement.

8. Searching and confiscation

Where there are reasonable grounds to suspect that a pupil has a prohibited device or that a device contains evidence relevant to a suspected breach of the school's behaviour or safeguarding expectations, the school may use its statutory powers and procedures relating to searching and confiscation.

Any search will be carried out in accordance with current Department for Education guidance and the school's Searching, Screening and Confiscation procedures.

Staff will not routinely search pupils or devices simply because a phone has been brought to school.

Where safeguarding concerns arise, the school's safeguarding procedures will take priority.

9. Images, recordings and safeguarding

Pupils must not use personal devices to:

- photograph or video pupils or staff;
- make audio recordings;
- record lessons, assemblies or other school activities;
- share images or recordings of members of the school community;
- upload school-related material to social media or messaging platforms;
- use a device to bully, threaten, intimidate or harass another person.

Any concern involving images, recordings, online communication, bullying or inappropriate content will be dealt with under the school's safeguarding, behaviour and online-safety procedures as appropriate.

10. Contact between parents/carers and pupils

Parents and carers should **not contact pupils directly on mobile phones during the school day**.

If a parent/carer needs to contact their child urgently, they should contact the school office.

If the school needs to contact a parent/carer during the school day, staff will use the school's approved communication systems.

This ensures that important communication can take place safely and without disrupting learning.

11. Educational use of technology

The school recognises the educational benefits of technology.

Where digital technology is required for learning, the school will provide or authorise an appropriate school-owned or school-managed device.

Pupils must follow the school's Acceptable Use Policy and staff instructions when using school technology.

Personal mobile phones will not normally be used as learning devices.

12. Staff

Staff are expected to model the behaviour expected of pupils.

Staff should not use personal mobile phones for personal reasons in front of pupils during the school day except where there is an appropriate reason to do so.

There may be legitimate occasions when staff need to use a mobile phone or similar device, for example:

- for safeguarding purposes;
- for an emergency;
- for approved school business;
- to access multi-factor authentication;
- to use an authorised school system;
- where required as part of an agreed professional responsibility.

Where a mobile phone is required for school business, staff must use it responsibly and in accordance with school policies.

Staff must not use personal devices to photograph or record pupils unless this is expressly authorised under the school's safeguarding and data-protection arrangements.

13. Visitors, volunteers and contractors

Visitors, volunteers and contractors are expected to use mobile phones responsibly while on the school site.

Personal use of mobile phones should not take place in front of pupils except where necessary for an appropriate professional, safeguarding or emergency reason.

Visitors must never photograph or record pupils without explicit school authorisation.

The school may provide additional instructions to visitors where required.

14. Trips and educational visits

The same mobile-phone expectations normally apply on school trips and educational visits.

Pupils should not bring personal mobile phones along to trips.

Where an exception is required, the visit leader will establish clear arrangements for storage, access and use before the visit.

Staff will ensure that safeguarding, emergency communication and supervision arrangements are in place.

15. Emergencies

The prohibition on pupil mobile phones does not prevent pupils from receiving appropriate assistance in an emergency.

The school has established procedures for contacting emergency services, parents/carers and other relevant professionals.

Pupils should inform a member of staff if they need urgent help rather than attempting to manage an emergency through a personal mobile phone.

16. Communication with parents and carers

The school will communicate this policy clearly to parents and carers.

Parents and carers are asked to:

- support the school's mobile-phone-free approach;
- avoid asking pupils to use phones during the school day;
- contact the school office rather than contacting pupils directly;
- discuss responsible mobile-phone and online behaviour with their children;
- inform the school of any exceptional circumstances that may require an agreed adjustment.

The school will explain the reasons for the policy and provide opportunities for parents/carers to discuss individual circumstances.

17. Teaching pupils about mobile phones and online safety

A mobile-phone-free school does not remove the need for children to learn about digital technology.

The school will provide age-appropriate education about:

- online safety;
- responsible use of technology;
- privacy and personal information;
- online communication;
- cyberbullying;
- inappropriate content;
- image sharing;
- digital footprints;
- healthy relationships with technology;
- how and where to seek help.

Pupils will be encouraged to tell a trusted adult if something online makes them feel worried, uncomfortable or unsafe.

18. Equality and reasonable adjustments

The school will implement this policy fairly and consistently.

Where a pupil has a disability, medical need, safeguarding requirement or other protected or individual need, the school will consider whether a reasonable adjustment or alternative arrangement is required.

Any adjustment will be agreed with the pupil and parent/carer where appropriate and will be documented by the school.

An adjustment will not automatically permit unrestricted use of a mobile phone during the school day.

19. Breaches of the policy

The school's response to a breach will depend on:

- the circumstances;

- the pupil's age and understanding;
- whether the breach was deliberate;
- whether there have been previous breaches;
- whether safeguarding or bullying concerns are involved;
- whether the pupil has an agreed adjustment.

Possible responses include:

- reminder of the policy;
- temporary confiscation;
- parent/carers collection of the device;
- a proportionate behaviour sanction;
- a meeting with the pupil and parent/carers;
- safeguarding or behaviour procedures where appropriate.

The school will apply consequences consistently and in accordance with its Behaviour Policy.

20. Review and monitoring

The Headteacher and governing body will monitor the effectiveness of this policy.

The policy will be reviewed at least annually and sooner where there are:

- changes to statutory guidance;
- changes to safeguarding requirements;
- significant incidents;
- changes in technology;
- evidence that the policy is not being implemented effectively.

The school will consider feedback from pupils, parents/carers and staff when reviewing the policy.

21. Related policies and guidance

This policy should be read alongside:

- Behaviour Policy;
- Safeguarding and Child Protection Policy;

- Online Safety Policy;
- Acceptable Use Policy;

The policy should also be read alongside the Department for Education's current *Mobile phones in schools* guidance and *Keeping children safe in education*.