



Four Swannes Primary School

Mobile Phone & Smart Watch Policy

Date of Approval: June 2026

Date of Review: September 2027

Mobile Phone & Smart Watch Policy

Introduction and Aims

At Four Swannes Primary School we recognise that mobile phones, including smart phones and smart watches, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote and set an example for safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents 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 and smart watches in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss or damage
- Inappropriate use of technology in school

Roles and Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for 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 2 years, reviewing it and holding staff and pupils accountable for its implementation.

Use of Mobile Phones & Smart Watches by Staff

Personal Mobile Phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during lesson time on phones or smart watches. 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 staff room).

There may be exceptional circumstances in which it's appropriate for a member of staff to have use of their phone during contact time (e.g. in the case of acutely ill dependents or family members). In this instance, the adult must ensure the children in their care are supervised and step out of the room if they need to take a call or read a message. If this situation arises, the staff member must inform the Headteacher or Deputy Headteacher that they may need to use their phone and why.

School staff should provide the school office number as a point of emergency contact whenever possible.

Data Protection

Staff must not use their personal mobile phones to process personal data related to the school, or any other confidential school information. (Also refer to Data Protection Policy, Staff Code of Conduct and ICT Acceptable Use Agreement.)

Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils (past or present), 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 or pupils.

Staff must not use their mobile phones or smart watches to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Using Personal Mobiles & Smart Watches for Work Purposes

In some circumstances, it may be necessary for staff to use personal mobile phones at work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones/smart watches 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. If necessary, contact must be made via the school office

Whenever possible staff will use the school mobile phone.

Work Phones

The school has a mobile phone which staff will be expected to use if going off-site on visits for emergencies.

Only authorised staff are permitted to use the school phone and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our Staff Code of Conduct

Consequences

Staff that fail to adhere to this policy may face disciplinary action.

See the school's Disciplinary Policy & Procedures for more information.

Use of Mobile Phones & Smart Watches by Pupils

Pupils are only allowed to bring a mobile to school if they are in Year 6 and only if they are travelling to or from school by themselves (i.e. without an adult).

Smart watches which connect to the internet are not permitted for any pupils.

Parents who wish their child to bring their mobile phone to school in line with the above circumstances are expected to inform school via the School Gateway, accepting that this is done at the child's own risk and the school holds no liability for damage or loss.

On arrival at school (before entering the school grounds), pupils will be expected to:

- Turn their phone off
- Take their phone to the school office where it will be stored securely until it is collected just before home time

Pupils must adhere to the school's policy for Online Safety and Acceptable Use Agreement.

Consequences

Consequences will be in line with our Behaviour Policy.

Senior staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff to search a pupil's phone if they have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

The school takes conduct such as bullying or harassment extremely seriously. 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

Use of Mobile Phones by Parents, Volunteers and Visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy in the same way that 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's a public event (such as a class assembly or performance)
- Using any photographs or recordings for personal use only, and not posting on social media
- Not using phones when working with pupils

Parents, 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. Visitors and volunteers are expected to read and follow our Visits and Volunteers Policy before they begin working with children.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out above.

Loss, Theft or Damage

Pupils bringing phones to school must ensure that phones are labelled with their name and are handed into the school office to be stored securely during the school day.

Pupils must secure their 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. The school

mobile phone is password protected and this password is shared with staff when appropriate. 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.

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

Monitoring and Review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations