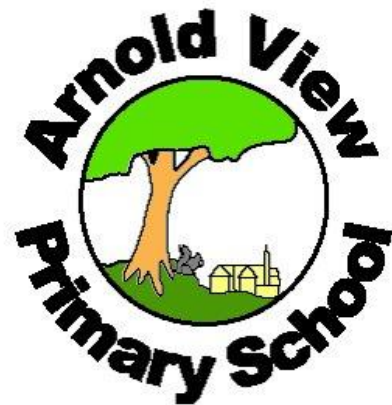


ARNOLD VIEW PRIMARY SCHOOL



Mobile Phone and Smart Watch Policy 2025-2026

Approved by F & P
Committee

Date: November 2025

Next review due by: **September 2026**

1. Introduction and aims

At Arnold View 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
- Set clear guidelines for the use of smart watches 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 in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption (although mobile phones are not allowed in the classroom)
- Risk of theft, loss, or damage

2. Roles and responsibilities

Staff

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 Head Teacher is responsible for implementing the monitoring of the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Governors

The policy is to be approved by the Finance & Personnel Committee of the Governing Body annually.

3. Use of mobile phones and cameras by staff

Personal mobile phones - Staff

- Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present in the classroom or any teaching room in the school.
- Use of personal mobile phones is restricted to non-contact time and to areas of the school where pupils are not present (such as the staff room or back office).
- There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time, but this must be with the approval of the Headteacher and only in exceptional circumstances. The Head Teacher will decide on a case-by-basis whether to allow for special arrangements.

- It is the responsibility of the individual staff member to ensure the office has up-to-date contact information and to ensure family members are aware of the school contact number, for emergencies.

Smart Watches-Staff

It is recognised that a smart watch may be visible on a member of staff's wrist, but they must be in silent mode and not used during the working day; personal use of smart watches can only occur during designated break times. Staff will seek permission from the headteacher if a text or call needs to be made/received during the working day on a smart watch; this should be for exceptional reasons only. Smart watches are not to be used by staff to receive texts or social media messages; this facility must be turned off during all teaching times.

Smart Watches- Pupils

Pupils are not allowed to have smart watches in school which are enabled to take photographs, communicate via text or app, access the internet or have any recording devices on them whatsoever. If a pupil is found to be wearing a smart watch which is enabled to do any of the above then staff will confiscate it and take it to the office. Parents or carers will be contacted and asked to collect the watch from the office.

Data protection

Staff must **not** use their personal mobile phones or watches to process personal data, take any photos or videos of children or store any other confidential school information. School emails must not be easily accessible on personal phones and it is staff's responsibility to keep these secure.

Safeguarding

Staff must not give their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Under no circumstances does the school allow a member of staff, (including volunteers, contractors, students and anyone else otherwise engaged by the school) **to use their personal phones for contacting children, young people and their families within or outside of the setting unless authorised by a member of the SLT.** Where contact is made, this should be from a withheld number.

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 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.

Under no circumstances must a camera phone be taken into any of the toilets or changing areas.

All mobile phones should be left switched off or on silent during session time and kept inside lockers/bags during the hours of work.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work, in agreement with the Headteacher. Such circumstances may include, but aren't limited to:

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

In these circumstances, staff will:

- Use the appropriate code to mask their number

- 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. If necessary, contact must be made via the school office.

Cameras - staff

- Only school owned cameras or I pads should be used in conjunction with school owned memory cards.
- Personal memory cards should never be put into school cameras and school memory cards should never be put in to personal cameras.
- School camera memory cards should be downloaded on to school computers only.
- Photographs must be taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and in an effective way to record their progress and development.
- If a child's photo is uploaded on Dojo then staff should avoid using the **child's full name and use first name only**.
- Photographs of children should always be taken when they are in open spaces and visible by other adults. Photographs should not be taken on a 1:1 basis or when alone with a child under any circumstances.
- Permission to take photographs of children at school must be granted by the parents/carers. The school will request permission to take photographs of children at school. Photographs will only be taken if parents opt in. Parents can also specify if they consent to photographs being used in school, on published material or both. It is the class teacher's responsibility to check records of parental consent on Scholar Pack and ensure that photographs are used in accordance with parents/carers wishes.
- **Any camera phone, ipad or smartwatch can be subject to scrutiny at any time by the designated person for safeguarding or the acting manager.**

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

4. Use of mobile phones and cameras by pupils

Mobile phones should not be brought into school by pupils on a routine basis.

The school recognises that Year 6 children who walk to and from school without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone onto the school premises but must deposit it with the school office at the start of the day, switched off and not just put on quiet, and collected from the office at the end of the day. This can only be done following a written request made by the Parent/ Carer to the Headteacher. School will not take responsibility for any lost or damaged equipment.

Parents should be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety, there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.

We would also like to alert parents/carers to the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness which may result in road accidents and/or injury if a child is not paying attention to their surroundings.

The school recognises that some pupils, who are not in Year 6 and whose parents are separated, may need to transport their mobile phone between homes. If this is the case then parents should contact Mrs Otterburn and put their request in writing. Parents will be expected to bring the phone to the office and the other parent will be required to collect it at the end of the day. Pupils will not be allowed to collect the phone themselves.

Mobile phones deposited in the office by children will be kept safely in a locked safe. Whilst the school will take every reasonable care, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones. It is the responsibility of parents to ensure mobile phones are properly insured. It is recommended that pupil's phones are security marked and password protected.

Any mobile phones discovered to have been brought into the school and not handed into the office will be confiscated immediately. Parents will be asked to collect the mobile phone from the school office.

Children are not allowed to carry mobile phones on any school trips.

If a member of the staff has any suspicion that a mobile phone brought into school by a pupil, then the Headteacher or any staff they authorise, have a statutory power to search a pupil or their possessions in order to ascertain if one has been brought into school (DFE Mobile Phones in Schools Guidance February 2024). If there is a suggestion that the mobile phone has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents will be asked to collect it from a member of the SLT.

In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a criminal offence or safeguarding issue, the phone will be handed over to the school's DSL or Headteacher for further investigation and the parent/carer asked to collect it from them.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. Online bullying or harassment is a safeguarding concern as outlined in KCSIE 2023. The school takes such online conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Cyber bullying
- Threats of violence or assault

- **Incidents which threaten the smooth running of the school**

- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Children are encouraged to wear watches in school but are not allowed to wear smart watches which have the same functionality as a mobile phone or PC on the school site.

In some circumstances supporting a pupils with their medical condition can involve the use of a mobile phone. For example, pupils with diabetes may use a mobile phone to monitor their blood sugar levels.

Sanctions

Sanctions we may use if a pupil is in breach of this policy.

- Phones can be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- If a phone is confiscated it will only be handed over to the parent/carer and not the pupil. The parent/carer will be contacted to explain how and when this can take place.
- School staff have the power to search pupils' phones, under certain circumstances, as set out in the DfE's guidance on searching, screening and confiscation (paragraph 74). The DfE guidance allows schools to search a pupil's phone if the school has reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. This should only be carried out with the approval of the Head Teacher in the form of a signed consent form.

5. Use of mobile phones by parents, volunteers and visitors

Parents, 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's a public event (such as a school fair), or of their own child, with permission from the school.
- 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; phones must be kept out of sight

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.

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.

6. Loss, theft or damage

Pupil phones must be switched off (not just put on silent) and handed in to the Office immediately on entering the school.

Staff must secure their personal phones, as well as any work phone and i-Pad provided to them using pins, passwords or codes. 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.

This is notified to parents on the consent form that the parent/carer signs to give permission for the pupil to bring the phone into school.

- Confiscated phones will be stored in the safe in the school office until collection by a parent.

7. The Caretaker's Mobile Phone

It is the Caretaker's responsibility to ensure that this phone is kept safely on his/her person at all times and is only used for school business whilst on the premises.

The Caretaker will only use his mobile phone for making or receiving calls regarding school business and must not be used for personal calls whilst on the premises.

The Caretaker should not use his mobile phone for photographs or videoing at any time.

The Caretaker will make every possible effort to ensure that this phone is not used when pupils are present, however, it must be recognised that this may not always be possible.

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 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

8. Appendix 1: Acceptable Use Agreement for Pupils

Acceptable Use Agreement for Pupils

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone whilst in school or on the school grounds, other than to contact a parent to confirm you have arrived at school (at the school gate).
2. Phones must be switched off (not just put on silent) and handed in to the Class Teacher immediately on entering the classroom
3. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
4. Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
5. Don't share your phone's passwords or access codes with anyone else.
6. The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. You must comply with a request by a member of staff to switch off, or turn over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
12. Do not take photographs without the express consent of the parents of everyone in the photograph when in school uniform out of school.

Sanctions we may use if a pupil is in breach of this policy.

13. Phones can be confiscated. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
14. If a phone is confiscated it will only be handed over to the parent/carer and not the pupil. The parent/carer will be contacted to explain how and when this can take place.
15. School staff have the power to search pupils' phones, under certain circumstances, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows schools to search a pupil's phone if the school has reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

9. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent(s) name(s):	

The school has agreed to allow the pupil named above to give his/her mobile phone to school because he/she

Travels to and from school alone

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Acceptable Use Agreement (attached).

The school reserves the right revoke permission if pupils don't abide by the policy.

Parent signature: _____

Pupil signature : _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

10. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones in our school

Please keep your mobile phone on silent/vibrate while on the school grounds

Please do not use phones where pupils are present. If you must use your phone please ask at the office where you may go to do this.

Do not take photos or recordings of pupils or staff

Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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