



MOBILE PHONES, DEVICES & SMART WATCHES POLICY **(TO INCLUDE EARLY YEARS FOUNDATION STAGE)**

COLLEGE TOWN PRIMARY SCHOOL



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MOBILE PHONES, DEVICE & SMART WATCHES POLICY

This policy should be read in conjunction with:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- E-Safety Online Safety Policy
- Acceptable Use Policy

INTRODUCTION

At College Town Primary School we accept that mobile technology is part of the ever changing, digital environment we live and work in. We very much aim to encourage responsible and appropriate use of technology rather than seeking to enforce unrealistic bans or restrictions. We are however, very aware of the possible dangers of the misuse of technology, specifically in regard to mobile phones and wearable devices.

In January 2026 the Government released further guidance to schools on mobile phones in schools and this has been fully considered in updating this policy.

At CTPS we are mobile phone-free environment. As part of this policy, we have developed a mobile phone policy that prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day, including during lessons, the time between lessons, break times and lunchtime.

This policy therefore aims to provide clear guidance to staff, pupils, parents and visitors so that they are able to uphold the systems outlined within the policy.

Our policy aims to ensure that privacy is protected, online safety is preserved and valuable equipment is looked after appropriately. With the evolution of mobile and wearable technology including camera facilities as standard, it is of the upmost importance that the way we deal with mobile phones and wearable devices in school, is planned for.

POLICY AIMS

- Promote and set an example for safe and responsible device usage
- Set clear guidelines on acceptable use of devices
- Support the school's other policies, especially those relating to behavior, bullying, Safeguarding and Child Protection

The policy aims to address some of the challenges posed by devices such as:

- Risks to child protection
- Data protection issues
- Potential for disruption in lessons
- Risk of theft, loss or damage

STAFF

All staff, at all levels are responsible for enforcing this policy. Classroom based staff are not permitted to make or receive calls or texts during contact time. Phones MUST be switched off or put on silent during teaching/contact time with pupils by placing phones in personal pigeon holes/lockers. Smart watches and Fitbits are permitted to be worn by staff but to be used only as a watch when working with children. Therefore, other functions MUST be disabled when staff are with the children.

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

- Appropriate only during break times.
- In keeping with professional responsibilities and expectations.

Staff should never contact pupils or parents via their own personal mobile and should not supply their mobile number to parents of children at the school. Staff should never use their phones or wearable devices to take photographs of pupils or allow themselves to be photographed by pupils.

If during school trips/activity days etc. a member of staff wishes to take photographs on a mobile phone, express permission must be sought from the Headteacher. When photos are taken these must be deleted once images have been uploaded onto school systems. All photos for the purpose of observation will be taken on school only tablets.

MISUSE

Any member of staff found to misuse a mobile phone or wearable device will be subject to disciplinary action in line with the disciplinary procedure. It is everybody's responsibility to enforce this policy, therefore any misuse of devices in classroom areas should be reported to the DSL or DDSLs in line with the Safeguarding & Child Protection and Whistleblowing policies and procedures.

PARENTS

We ask that parents do not encourage children to bring mobile phones to school. However, we recognise that for older pupils this may form part of securing an understanding of independence and personal safety as they look beyond the primary environment. It is our firm belief that if a child needs to contact a parent or carer, they can do so swiftly from the school office. Similarly, if a message needs to be conveyed from a parent to a child, the school office will take these calls and pass the necessary information on promptly. It is important that parents are aware that the school cannot take any responsibility for loss or damage to mobile phones belonging to parents or pupils on site.

Parents are asked to ensure that their child's phone remains at home during any school trip. Where a child does bring their phone on a trip this will be confiscated and held by the trip leader. On returning to school the phone will be handed over to the child's collecting adult.

PUPILS

Smart watches/devices e.g. Fitbits **are not** allowed to be worn in school at any point. This is because they pose a safeguarding risk as camera facilities allow images of others to be taken covertly. In addition they have other features which also serve as a distraction, interrupting learning.

For pupils in Year 6 ONLY mobile phones are only permitted to be brought into school, but these must be switched off once on the school site. At 8.35 a member of staff will collect pupils' phones. These will be stored safely until the end of the day. When phones are returned to the children they **MUST** remain switched off until the child has left the school site.

It is important that any parents allowing a phone to be brought into school are fully aware of how they will be looked after and the sanctions that will be imposed in the event of misuse.

- Phones are to be switched off at all times when on the school site.
- Phones are to be handed into the Year 6 staff and locked away at the beginning of the day. They will be handed back at the end of the day **BUT MUST** remain switched off until they have left the school site..
- The taking of photographs and video footage using a camera phone is strictly prohibited.
- Any children found to have taken photographs/videos will be asked to delete the photos in the presence of a member of staff. Any further breach of this may result in the pupil losing their right to bring their phone on site.

MISUSE

Any children found to have made an infringement of the above expectations will be dealt with under the following guidelines:

- The school reserves the right to hold on to the phone and ask the parents/carer to collect from school.
- For serious incidents the school may withdraw the agreement to allow the child to bring the mobile phone to school.

Searching pupils

The Headteacher is authorised, along with other authorised senior staff to search a pupil or their possessions where there is reasonable grounds to suspect that a pupil is in possession of a prohibited item as set out in legislation or any item identified in the school rules as an item that may be searched for. At CTPS mobile phones and wearable devices are items which are prohibited and as such a pupil, or their belongings may be searched.

Where an item is found this will be confiscated and returned to the child's parent/ carer at the end of the day.

VOLUNTEERS, VISITORS & CONTRACTORS

Volunteers, visitors and contractors must adhere to this policy when they are site during the school day. They must:

- Not take photos or recordings of pupils – this includes any school trips.
- Not to use phones when working with children (volunteers/visitors). This is to safeguard our pupils.
- Where a professional is working alone with a pupil the school requires the professional to leave their mobile device safely in a locker or with reception staff. This is to ensure that our safeguarding procedures are fully adhered to. When working with a member of school staff then phones are permitted, but **MUST** remain on silent and out of sight.
- Keep mobile phones on silent when at school and completely out of sight.
- Not use phones where pupils are present, or make a staff member aware if the need to use a mobile arises. They will then be escorted to a place away from pupils.

Visitors, volunteers and contractors will be made aware of this policy on arrival to school by office staff. This will be overseen by the School Business Manager or DDSL Attendance & Welfare Lead.

REASONABLE AJUSTMENTS

Staff or pupils who require mobile phones to monitor health conditions are permitted to have access to their medical mobile phone e.g. For example, pupils with diabetes might use continuous glucose monitoring with a sensor linked to their mobile phone to monitor blood sugar levels. Where mobile phone use allows pupils to manage their medical condition effectively, it would not be reasonable for a school to prevent this and therefore this would be a reasonable adjustment under the Equality Act 2010.

LOSS, THEFT, or DAMAGE

College Town Primary School accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips. Any found mobiles or devices should be handed in to the school office where contact with the owner will be attempted.