Mobile phone and Smart Device Policy

Signed by Chair of Governors:

Date ratified by Governing Body: September 2026

Date of Review: September 2027

Purpose

At Primrose, we are committed to providing a safe, calm and positive environment in which all children can learn, play and develop.

Mobile phones and other smart devices can provide benefits outside school but can also create significant risks and disruption within the school environment. These risks include distraction from learning, disruption to behaviour, cyberbullying, inappropriate communication, recording or photographing others without consent, access to inappropriate content and the sharing of images or information.

This policy supports the school's safeguarding, behaviour, online safety and acceptable use arrangements. It is designed to ensure that the school remains a safe and mobile-phone-free environment for pupils.

The policy reflects the Department for Education's statutory guidance Mobile phones in schools and the expectations within Keeping Children Safe in Education (KCSIE) 2026.

Scope

This policy applies to:

All pupils from Reception to Year 6.

All mobile phones and smart devices capable of sending or receiving messages, accessing the internet or recording audio, photographs or video.

Smart watches and similar wearable technology where they have communication, recording, internet or messaging functionality.

Personal devices belonging to pupils, whether owned by the pupil or their family.

For the purposes of this policy, references to "mobile phones" include other personal smart devices with similar functionality.

Our Expectations

The Primrose Centre is a mobile-phone-free school during the school day.

Pupils should not have access to or use mobile phones during the school day.

If they bring a phone in on taxi's it will be handed over to a member of staff and locked in a cupboard in the office and returned to the child at the end of the day.

The school expects pupils and families to support this policy consistently.

Bringing a Mobile Phone to School

Primary-age children should not normally need to bring a mobile phone to school.

If they bring a phone in on taxi's it needs to be:

- Switched off before entering the school site.
- Handed to the designated member of staff or stored in the school office.
- Collected at the end of the school day.

A mobile phone must not remain switched on or accessible in a pupil's coat, bag, pocket or other personal belongings.

Smart Watches and Wearable Technology

Smart watches and other wearable devices that can send or receive messages, access the internet, make calls, take photographs, record audio/video or receive notifications are subject to the same restrictions as mobile phones.

Where a child wears a smart watch to school, the communication functions must be disabled or the device must be handed in with the child's mobile phone.

Safeguarding and Online Safety

Mobile phones and smart devices can create safeguarding risks for children and adults.

The school will educate pupils about:

- Online safety.
- Appropriate and responsible use of technology.
- Cyberbullying.
- Privacy and consent.
- The risks associated with sharing photographs, videos and personal information.
- Appropriate responses to harmful or inappropriate online content.
- How and when to report concerns.

If a mobile phone or smart device is suspected of containing material that raises a safeguarding concern, the school will follow its safeguarding and child protection procedures.

Any safeguarding concern arising from a device will be reported to the Designated Safeguarding Lead (DSL) in accordance with the school's safeguarding procedures.

Photographs, Videos and Recordings

Pupils must not use personal devices to photograph, film or record.

The unauthorised recording or sharing of images, video or audio may constitute a serious breach of the school's behaviour and safeguarding expectations.

If we believe a child has recorded on a phone or device, parents will be called into school to collect the device and remove the content in front of SLT.

Breaches of the Policy

The school will respond to breaches consistently and proportionately.

Where a pupil is found using or accessing a mobile phone or smart device:

First breach

The device will be confiscated.

The device will be stored securely.

The pupil will be reminded of the school's expectations.

The device will normally be returned to the child at the end of the day.

The incident will be recorded where appropriate.

Further breaches

The device will be confiscated and securely stored. If a child refuses to hand it in, they will be escorted into the corridor to aid safeguarding responsibilities and parents called to collect the phone from their child.

The parent/carer will be contacted.

The device will normally only be returned directly to a parent/carer.

A behaviour sanction may be applied in accordance with the school's Behaviour Policy.

Repeated breaches may result in a meeting with the parent/carer and further appropriate action.

The school reserves the right to retain a device for an appropriate period where this is necessary and proportionate, in accordance with the school's behaviour and safeguarding procedures.

Serious or Safeguarding-Related Breaches

A serious breach may include:

- Recording or photographing another person without permission.
- Using a device to bully, threaten or harass another person.
- Sharing inappropriate images or videos.
- Accessing or distributing harmful or inappropriate material.
- Using a device to facilitate another safeguarding or behavioural concern.
- Refusing to hand over a device when reasonably instructed to do so.

Such incidents will be dealt with in accordance with the school's Behaviour Policy and Safeguarding and Child Protection Policy.

Where appropriate, the DSL, Headteacher or other relevant safeguarding professional will be involved.

The school may consider whether a search of a pupil or their belongings is necessary and lawful. Any search will be conducted in accordance with the school's behaviour policy and relevant Department for Education guidance.
https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools

Staff Responsibilities

All staff are expected to support the consistent implementation of this policy.

Staff should:

Have their mobiles on silent and locked in the classroom cupboards.

Challenge inappropriate pupil use consistently.

Follow the school's safeguarding procedures where a device raises a concern.

Ensure that confiscated devices are stored securely.

There may be occasions where staff legitimately need to use a mobile phone or similar device, including for safeguarding, school communication, multi-factor authentication or other authorised school purposes.

Parents and Carers

Parents and carers are expected to support the school's mobile phone policy.

Parents/carers should:

Avoid providing children with a mobile phone unless there is a genuine need.

Ensure that their child understands the school's expectations.

Support the school's decision to confiscate a device where the policy has been breached.

Contact the school office rather than contacting their child directly during the school day.

The school will communicate the policy clearly to parents and pupils and will provide reminders where appropriate.

Lost, Damaged or Stolen Devices

Where a pupil brings a mobile phone or smart device to school, this is done at the owner's risk.

The school will take reasonable steps to store confiscated devices securely but cannot accept responsibility for loss, damage or theft of a device brought to school contrary to this policy.

Equality and Individual Needs

The school will implement this policy fairly and consistently while recognising that some children may have individual needs which require reasonable adjustments.

Where a child has a disability, medical condition or additional need that requires access to a device, the school will consider appropriate arrangements on an individual basis.

Any agreed exception will be documented and reviewed as necessary.

Review

This policy will be reviewed regularly and following any significant changes to Department for Education guidance, safeguarding requirements or school practice.