



Mobile phone, smartwatches and other similar devices policy

Approved by: Headteacher and
Chair of Governors

Date: 1st July 2026

Last reviewed on: 1st July 2026

Next review due by: 1st July 2028 (or in line with new legislation if earlier)

Contents

1. Introduction and aims.....	2
2. Relevant guidance.....	2
3. Roles and responsibilities	3
4. Use of mobile phones by staff	3
5. Use of mobile phones by pupils	4
7. Loss, theft or damage.....	7
8. Monitoring and review.....	7
9. Appendix 1 Permission form allowing a pupil to bring their phone to school.....	8

1. Introduction and aims

At Kirkby on Bain Church of England Primary School, our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors 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
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices, including smartwatches.

2. Relevant guidance

This policy meets the requirements of section 36 of the [Children's Wellbeing and Schools Act 2026](#), and the Department for Education (DfE)'s [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 senior leadership team is responsible for monitoring the policy, reviewing it every 2 years, or in line with new legislation, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

Our governors will include monitoring of this policy within their visits into school.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during the school day, while children are present/during contact time. 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 staffroom).

There may be exceptional circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

Permission for exceptional circumstance use special arrangements must be requested from the headteacher. The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01526 352715 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

Please see also the school's data protection policy and acceptable use policy.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, 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/carers or pupils.

Staff should not connect with parents/carers or pupils over messaging apps or social media. An exception to messaging is the use of Seesaw, which is specifically designed to allow communication between home and school.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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.

Staff are allowed to use their phones, including to access the internet, during their lunchtime, again in non-pupil areas, such as the staff room. Personal phones are covered by filtering and monitoring.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- 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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office. Where it is unavoidable, any calls made to a parent/carer from a personal mobile phone should only be made with the number blocked.

4.5 Sanctions

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

See the Lincolnshire County Council Staff Disciplinary Policy for more information.

5. Use of mobile phones by pupils

The DfE's mobile phone guidance says that the use of mobile phones is prohibited throughout the school day.

Pupils are not allowed to bring their mobile phones to school. Where there is a genuine need for a mobile phone to come into school, this must be by specific agreement of the headteacher, and the phone must remain in the care of the school office staff throughout the school day. The phone must be handed in to the school office by the adult bringing the pupil to school and be collected by the adult collecting the child from school.

We will be flexible in supporting pupils with specific medical needs and where there is a medical reason for a child to have a smart device e.g. for diabetic pupils who use continuous glucose monitoring systems that connect to a smart device, an exceptional circumstances plan will be developed with the parents/carers. This will consider the pupil's needs and the protection and safety of the wider school community.

5.1 Use of smartwatches by pupils

The DfE's [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology and these are therefore included within this policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smartwatches have wellness and health-related features.

- The same rules and arrangements apply to smartwatches. These should not be worn to school by pupils.

5.2 Sanctions

- Any mobile phones, or similar devices, including smartwatches, will be confiscated and kept safely in the school office until the end of the school day. Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006.
- Devices which have been confiscated must be collected by the adult responsible for collecting the child. They will not be returned to the pupil. Headteachers can confiscate mobile phones and similar devices, including smartwatches, for the length of time they deem proportionate, according to the DfE's guidance on mobile phones in schools.

Staff have the power to search pupils' phones in specific circumstances, 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 one is discovered in school and there is a good reason to do so (such as having reason to believe the phone contains images of other children, pornographic images, or if it is being/has been used to commit an offence or cause harm to another person). Any identified need to search a pupil's device should be shared with the assistant head, headteacher or chair of governors before the search begins. The device should be confiscated and stored safely within the school office, as detailed above, where there is a delay between confiscation and searching.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), disability)

- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

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
- Recording, images and/or voices, of others is strictly forbidden.

Sanctions for serious breaches can include suspension/exclusion.

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Parents/carers, 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:

- Phones should not be visible on the school site unless permission has been explicitly given for the taking of photographs of their own child at a public event (such as a school play).
- Where permission for photography has been explicitly given, photographs or video recordings are for personal use only and the posting of content on social media is strictly forbidden. Where this rule is not adhered to, permission may be withdrawn for all parents at future events in order to safeguard our pupils.
- Not using phones in pupil areas of school, when working with pupils or while children are present. Parents should leave the school site to make or receive calls or search content on their mobile phone, or similar device.
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil.

These rules apply to any periods of time on site. Parents/carers, visitors and volunteers will be reminded of the rules for mobile phone use when they sign in at reception or attend a public event at school.

The same rules apply to parents/carers or volunteers supervising school trips or residential visits. In addition, they must not:

- Use their phone to make contact with other parents/carers

Parents/carers or volunteers supervising trips are also responsible for enforcing the no phones or similar devices, including smartwatches policy, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day.

7. Loss, theft or damage

The school accepts no responsibility for mobile phones, or similar devices, including smartwatches 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 disclaimer remains in place where exceptional permission has been granted, as detailed in Section 5.

Confiscated phones will be stored in the school office in a locked cabinet.

Any lost phones/devices should be returned to the school office. The school will then attempt to identify and contact the parent/carer of the owner.

8. 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/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice and legislation from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the headteacher in a timely manner.

Appendix One: Permission form allowing a pupil to bring their phone to school in exceptional

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

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

➤ Need the phone to support their medical needs

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct/acceptable use agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

