



Policy with Regards to the Use of Mobile Phones and Smart Watches

This policy is designed to give clear guidance on the use of mobiles phones in our school.

Pupil Use

The expectation is that pupils should not need to bring a mobile phone with them to school. In exceptional circumstances where the need is deemed necessary, such as for a pupil who walks a significant distance alone, this must be with the express approval of the Head teacher or nominated senior leader. In this case the mobile phone should be switched off and stored securely in the main office throughout the school day. It would then be the pupil's responsibility to collect the phone once school has finished.

To safeguard all, the use of smart watches is not permitted by children.

Staff Use

Mobile phones must not be used for private or personal use during lessons or directed school times. They should be switched off (or set to silent) and left in a safe place. The school cannot take responsibility for items that are lost or stolen.

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

- outside of their directed hours
- in private areas of school where no pupils are present
- discreet and appropriate.

In cases of a telephone appointment, the Head teacher or nominated senior leader must give his/her agreement in advance.

Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil's family, they should use the school telephone in the main or senior leader office. Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Staff are permitted to wear smart watches but they should not impact on an employee's work day. The school reserves the right to require a staff member not to wear a smart watch should it be visibly impacting their work.

Some school processes require the use of a mobile phone (lockdown activation, e-mail access and CPOMS access) if this is required staff should only do so in a private area unless unavoidable.

Visitor/ Parent/ Volunteer Use

Adults, visitors or volunteers in school should not use mobile phones or other similar electronic devices during their visit unless agreed by the Head teacher or nominated senior leader and this use should be within the confines of the office or the staff room.

Personal cameras and mobile phone cameras should not be used to take pictures of children. If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school device.

Policy Written: September 2022

Policy reviewed: October 2025

Review Date: October 2026