



Grove Vale Primary School

Mobile Phone and Smart Technology Policy

March 2026

M Bunch

Approved by:		Date: March 2026
Last reviewed on:	April 2025	
Next review due by:	February 2029	



Aims

At Grove Vale Primary School, we recognise that mobile technology, including mobile phones, smart watches and similar devices, is part of everyday life for pupils, parents, staff and the wider community.

This policy aims to:

- Promote and model safe, responsible and appropriate use of mobile technology.
- Set clear expectations for the use of mobile phones and smart devices by pupils, staff, parents, visitors and contractors.
- Support the school's safeguarding, behaviour, online safety and data protection policies.
- Maintain a mobile-phone-free learning environment throughout the school day

2. Scope and Definitions

This policy applies to:

- All staff (including supply staff)
- Pupils
- Parents and carers
- Volunteers and students
- Contractors and visiting professionals

Mobile phones and smart technology refer to any personal device capable of:

- Calling, texting, or messaging
- Internet access
- Taking photographs or videos
- Audio recording
- Receiving notifications
(including smart watches and similar wearable technology)





ROLES AND RESPONSIBILITIES

All staff are responsible for implementing and enforcing this policy.

Volunteers and visitors must report any concerns to a member of staff.

The Designated Safeguarding Lead (DSL) oversees the policy and ensures it is reviewed at least every three years.

The Headteacher is responsible for ensuring consistent application across the school.

EXPECTATIONS FOR ALL USERS

Any personal device brought onto school premises must not contain inappropriate or illegal content. All members of the school community are expected to challenge and report inappropriate use in line with safeguarding procedures.

All concerns will be taken seriously, recorded, and investigated in accordance with safeguarding and behaviour policies.

STAFF ON SCHOOL PREMISES

Staff mobile phones must be stored securely and out of sight of pupils during the school day. Phones may be used briefly at the start of the day for authentication purposes only (e.g. Office 365, CPOMS), then secured.

Staff must not use personal mobile phones to access, store or process confidential school or pupil data.

Smart watches may be worn but must not be used for communication, recording or notifications. Staff must not use or have ready access to mobile phones while in the presence of pupils, regardless of contact or non-contact time.

Personal devices may be used during breaks only when completely away from pupils (e.g. staffroom).

Photographs or recordings of pupils must only be taken using school-owned devices.

Any concerns about device use must be reported to the Headteacher (or Chair of Governors if the concern relates to the Headteacher).

Emergency contact

Staff should use the school landline wherever possible. Urgent personal calls should be arranged through the office or by prior agreement with the Headteacher.

When working from home, staff must use 141 before making any calls to parents.

Senior Leadership Team

Members of SLT may carry mobile phones for safeguarding and emergency purposes. Use should be discreet, away from pupils, and limited to necessity. Any images taken must be transferred to school systems and deleted promptly.



STAFF OFFSITE (visits, trips etc)

Staff must carry a fully charged mobile phone on trips for emergency use.

The visit leader should contact the Headteacher on arrival and departure where appropriate.

If parents need to be contacted and the office is unavailable, staff must use 141.

SANCTIONS

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

PARENTS AND VISITORS

Parents and visitors must not use mobile phones in the presence of pupils.

Recording, photographing or filming is not permitted on school premises without explicit permission.

If a call is necessary, visitors must move away from pupils into a private area.

Staff should challenge and report any concerns to the DSL or Headteacher.

On the playground, staff will intervene if phone use appears to involve photographing or filming children.

WHOLE SCHOOL EVENTS

Parents and visitors will be reminded that phones should be switched off or on silent.

Images should not be shared on social media if they include children other than their own.

Breaches may be treated as safeguarding concerns.

PUPILS

Pupils are **not permitted** to bring mobile phones or smart watches to school or on trips.

Where exceptional permission is granted for a phone to support travel arrangements:

- The device must be handed to the office on arrival
- It must be switched off
- It will be collected at the end of the school day
(Smart watches are not permitted under any circumstances.)

Mobile phones are permitted for children with a verified medical need, for example where a device or app is required to monitor blood sugar levels. Please refer to the Management of Children with Medical Needs Policy for further guidance.



SANCTIONS

Devices brought without permission will be confiscated, stored securely and returned at the end of the day.

Parents will be informed and incidents logged on CPOMS.

Staff may search a device in line with DfE guidance if there is reasonable cause to believe it:

- Contains pornographic images
- Has been used to commit an offence or cause harm

Searches:

- Must be authorised by SLT
- Will be conducted with another adult present
- Will be recorded on CPOMS
- Will be reported to the DSL immediately

Parents will always be informed of:

- The reason for the search
- What was found
- Actions taken

Serious incidents may involve external agencies, including the police.

CONTRACTORS AND VISITING WORKERS

Contractors must keep phones out of sight when pupils are present.

If phone use is necessary, contractors must be supervised.

All concerns must be reported immediately.

LOSS, THEFT AND DAMAGE

The school accepts no responsibility for devices lost, damaged or stolen.

Confiscated devices will be stored securely in the school office.





MONITORING AND REVIEW

The school will monitor:

- Consistency of implementation
- Behaviour and safeguarding records
- Feedback from staff, pupils and parents

The policy will be reviewed regularly in line with DfE guidance.

DISSEMINATION

This policy:

- Is shared with staff and volunteers during induction
- Is published on the school website
- Is communicated clearly to parents and pupils



