



Policy Statement

At Woodside Primary School, we are committed to providing a safe, calm, inclusive and distraction-free learning environment. The school recognises that mobile phones and smart devices can present safeguarding, privacy, wellbeing and behavioural risks if not appropriately managed.

In line with the Department for Education's statutory guidance *Mobile Phones in Schools* (effective from 1 September 2026), the school operates as a **mobile phone-free environment during the school day**. Mobile phones and smart devices must not be used by pupils at any time during the school day, including before registration, breaktimes, lunchtimes and after-school activities unless expressly authorised by a member of staff.

This policy should be read alongside the school's:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Online Safety Policy
- Acceptable Use Policy
- Data Protection Policy
- Staff Code of Conduct

Legal and Statutory Framework

This policy is informed by:

- Department for Education: **Mobile Phones in Schools (Statutory Guidance, 2026)**.
- **Keeping Children Safe in Education 2026 (KCSIE)**.
- Children's Wellbeing and Schools Act 2026
- Education Act 2002.
- Education and Inspections Act 2006.
- Equality Act 2010.
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018.
- Searching, Screening and Confiscation Guidance (DfE).

Scope

This policy applies to:

- All pupils
- Staff
- Volunteers
- Visitors
- Contractors
- Parents/carers while on school premises

The term **mobile phone** includes:

- Smartphones
- Mobile phones

- Smart watches capable of communication
- Tablets with communication functions
- Any smart device capable of taking photographs, recording audio/video, accessing the internet or sending messages.

Pupil Mobile Phones

General Rule

Pupils should not bring mobile phones to school unless there is a genuine reason, such as:

- Independent travel to and from school
- Family safeguarding arrangements
- Medical needs approved by the Headteacher

Where a mobile phone is brought to school:

1. It must be switched off before entering the school site.
2. It must be handed to the school office or stored in the designated secure location immediately upon arrival.
3. It must remain inaccessible throughout the school day.
4. It may only be collected at the end of the school day.

Pupils must not:

- Use a mobile phone anywhere on school premises.
- Access social media during the school day.
- Record or photograph pupils, staff or visitors.
- Use smart watches for communication purposes.
- Use mobile phones on educational visits unless specifically authorised.

Educational Visits and Residential

The Educational Visits Leader or Visit Leader will determine arrangements for mobile phone use on trips.

For primary-aged pupils, mobile phone use will normally be prohibited unless:

- Required for a specific educational task;
- Approved for residential visits;
- Necessary because of a medical need.

Parents/carers will be informed of arrangements in advance.

Medical and Additional Needs

The school recognises its duties under the Equality Act 2010.

Reasonable adjustments may be made where a pupil requires a device for:

- Type 1 diabetes monitoring systems
- Continuous glucose monitoring (CGM) technology
- Medical communication with healthcare professionals or parents
- Other disabilities or medical conditions

Such arrangements will be documented within the pupil's Individual Healthcare Plan or SEND support plan.

Safeguarding Considerations

Unregulated use of mobile phones can increase risks relating to:

- Cyberbullying
- Online abuse
- Inappropriate content
- Image sharing
- Privacy breaches
- Peer-on-peer abuse
- Grooming and exploitation

The school therefore adopts a precautionary approach that prioritises pupil safety and wellbeing. This approach supports safeguarding expectations outlined in KCSIE.

Staff Use of Mobile Phones

Staff may bring mobile phones onto site but must:

- Keep devices on silent mode during teaching time.
- Use phones only in staff areas or designated locations.
- Never use personal devices to photograph or record pupils.
- Use school-approved devices and systems for school business.
- Follow safeguarding and data protection requirements at all times.

Where emergency contact is necessary during lessons, staff should use authorised school procedures.

Visitors and Volunteers

Visitors may bring mobile phones onto the premises but must:

- Follow school safeguarding procedures.
- Not photograph or record children without prior permission.
- Use mobile devices only where appropriate.

The Headteacher reserves the right to request that phones are silenced or stored during specific activities.

Lost, Damaged or Stolen Devices

Mobile phones are brought to school at the owner's risk.

Although the school will take reasonable precautions, it:

- Accepts no responsibility for loss, theft or damage;
- Cannot guarantee the security of personal devices;
- Recommends that valuable devices are not brought onto site unless necessary.

Breaches of the Policy

Where a pupil breaches this policy:

First Incident

- Device confiscated until the end of the school day.
- Reminder of expectations given.

Repeated Incidents

- Device confiscated.
- Parent/carer informed.
- Behaviour sanctions applied in line with the Behaviour Policy.

Serious Breaches

Examples include:

- Photographing or filming others without permission.
- Accessing inappropriate material.
- Bullying, harassment or threatening behaviour.
- Sharing images or videos.

In such cases the school may:

- Confiscate the device.
- Involve parents/carers.
- Apply sanctions.
- Refer concerns to the Designated Safeguarding Lead.
- Involve external agencies or the police where appropriate.

Communication with Parents

Parents/carers who need to contact their child during the school day must do so through the school office.

Pupils who need to contact parents/carers must seek permission from a member of staff and use school systems where appropriate.

Monitoring and Review

The Governing Body and Headteacher will review this policy annually or sooner if:

- Legislation changes;
- DfE guidance is updated;
- Safeguarding concerns indicate a need for change.

Policy Name: Mobile Phone and Smart Device Policy

School: Woodside Primary School

Date Approved: September 2026

Review Date: September 2027

Policy Lead: Headteacher

Appendix A: Parent Agreement

By allowing a child to bring a mobile phone to school, parents/carers agree that:

- The device will be brought only when necessary.
- The phone will be switched off and stored as required.
- The school's sanctions for misuse will be supported.
- The school accepts no liability for loss, theft or damage.

Parent/Carer Signature: _____

Date: _____

Pupil Signature: _____

Date: _____