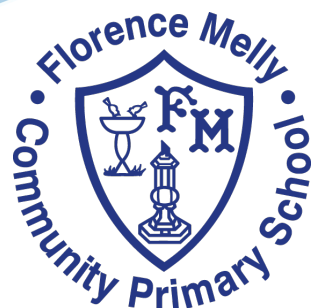


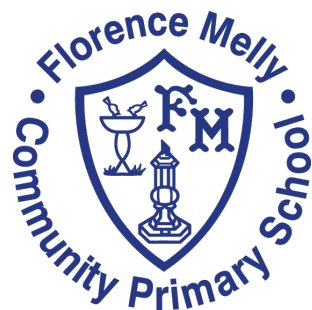


Florence Melly
Community Primary School

Mobile Phone and Smart Device Policy

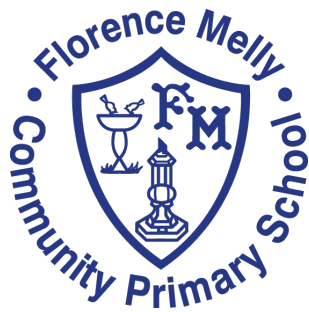
Policy Title:	Mobile Phone and Smart Device Policy	Date written:	September 2023
Written by:	Aaron Leach (Headteacher)	New or revised policy:	Revised (Version 3)
Implementation	Date of ratification:	Date presented to staff:	Date of renewal:
	October 2026	September 2026	September 2027





Policy Version Control

Date of Update	Overview of changes made	Version
January 2026	Updated to reflect the most recent DfE guidance (Jan 2026) and Ofsted's inspection expectations (effective April 2026). It incorporates all statutory duties (Equality Act 2010), safeguarding expectations (KCSIE), DfE non-statutory guidance and Ofsted's mobile-phone inspection checks.	V2
September 2026	Annual review completed. Policy updated in line with the DfE Mobile Phones in Schools statutory guidance (2026). Minor formatting, terminology and compliance updates also completed.	V3



Mobile Phone and Smart Device Policy

September 2026

Introduction

Florence Melly Community Primary School is committed to providing a calm, safe and supportive learning environment free from unnecessary distractions. Mobile phones and smart devices can disrupt learning, present safeguarding risks, contribute to online harms, and affect pupil wellbeing. The Department for Education expects schools to operate as mobile-phone-free environments by default, unless there is an agreed exception. This policy also reflects Ofsted's updated inspection framework, which requires inspectors to check whether school mobile phone policies are understood, consistently applied and effective in supporting positive behaviour, attendance and wellbeing.

This policy outlines the appropriate use of mobile phones on our school site. This policy reflects the guidance set out in both the school's 'Code of Conduct', the Safer Recruitment Consortium's 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Educational Settings' (2022) and school's 'Acceptable Usage Policy'.

This policy should be read in conjunction with:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Acceptable Use Policy (AUP)
- Equality Policy & SEND Information Report
- Searching, Screening and Confiscation Guidance (DfE)

Policy Aims

This policy aims to:

- (1) Establish a mobile-phone-free school environment by default, in line with DfE guidance.
- (2) Promote pupil safety, wellbeing and positive behaviour.
- (3) Protect staff and pupils from safeguarding risks relating to misuse of mobile devices.
- (4) Provide clarity for pupils, staff, parents and visitors regarding rules and consequences.
- (5) Ensure reasonable adjustments are made for pupils with SEND, medical or other protected needs, in line with the Equality Act 2010.

Scope

This policy applies to:

- All pupils
- All staff and governors
- Parents, carers and visitors
- All mobile phones and smart devices, including smart watches capable of messaging, recording or connecting to the internet.

School Position: A Phone-Free Environment by Default

In line with DfE expectations, **pupils must not have access to or use a mobile phone or smart device during the school day**, including:

- lessons
- transitions between lessons
- assemblies
- breaktimes
- lunchtimes
- after-school clubs on site

Phones must not be seen, heard, used or accessed at any point during the school day.

Mobile Phone Guidelines - For our Pupils

- (1) We strongly discourage pupils from bringing a mobile phone to school. We do understand that some parents/carers will want their child to have a mobile phone in their possession if they walk home to and from school on their own. At Florence Melly Community Primary School, we only allow pupils in Year 6 (and those in Year 5 after the Easter holiday/in the Summer term) to walk to and from school on their own.
- (2) There are no reasons why a child needs to use, or have in their possession, a mobile phone during the school day.
- (3) Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- (4) Parents/carers should not contact pupils directly on personal mobile phones during the school day. Any urgent message or emergency communication should be made through the school office, who will ensure that the information is passed to the pupil promptly and appropriate support is provided where necessary.
- (5) Pupils should not use personal mobile phones to contact parents/carers during the school day. Where a pupil needs to contact home, this will be facilitated through the school office and appropriate members of staff.
- (6) In general, children should not bring valuable items to school, as they can be easily lost or stolen.
- (7) Should a parent/carer of a child in Year 6 (and those in Year 5 after the Easter holiday/in the Summer term) want their child to bring a mobile phone into school, they must seek approval from the Headteacher, the Designated Safeguarding Lead or the Year 6 Class Teachers. In this instance the mobile phone will be given to the class teacher for safekeeping where they will be stored securely until home time. Approved phones must be switched off before entering the school grounds.
- (8) The school accepts no responsibility for the loss, theft or damage of personally owned mobile devices.

Smartwatches – Pupils

Pupils may wear basic smartwatches, provided they cannot make calls, send messages, record audio/video, or access the internet. All smartwatches must be set to silent mode at all times, and pupils must not interact with them during the school day. Any smartwatch used for communication, recording or causing distraction will be treated in line with the school's mobile phone policy, including confiscation.

Prohibited Use

Any use of a mobile phone by a pupil during the day is a breach of policy. Serious breaches include:

- recording, photographing or filming pupils or staff
- accessing or sharing inappropriate content
- using devices to bully, intimidate or harass others

Such behaviour may involve safeguarding procedures or police involvement. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. In such circumstances the school may consider it appropriate to involve the police.

Confiscation

Where there are reasonable grounds to suspect that a mobile phone or smart device contains prohibited, inappropriate or harmful material, authorised staff may search, examine and, where appropriate, delete data from the device in accordance with the Education Act 2011 and DfE Searching, Screening and Confiscation guidance.

If a phone is brought to school without permission or is used inappropriately:

- It will be confiscated and stored securely until collected by a parent/carer.
- Confiscation follows DfE “searching, screening and confiscation” guidance and our school Behaviour and Relationships policy.

Reasonable Adjustments

We will make reasonable adjustments for pupils who need device access due to:

- medical monitoring (e.g., diabetes)
- SEND needs
- disability
- young carer responsibilities
- safeguarding circumstances

These cases will be assessed individually with the SENCO and DSL.

Mobile Phone Guidelines - For Staff, Governors and Volunteers

- (1) The school recognises that staff will bring their mobile phones to work and that they will be used within the parameters of this policy.
- (2) Mobile devices brought in to school are the responsibility of the device owner. The school accepts no responsibility for the loss, theft or damage of personally owned mobile devices.
- (3) The use of a mobile phone is restricted to break, lunchtime and after-school only (once the last child has left). At all other times of the day, mobile phones should be away unless otherwise agreed with the Headteacher.
- (4) The school staffroom is the a designated mobile phone area, as are the SLT offices. Mobile phones are not to be used in the classrooms, apart from when the children are not present. They must be put away when children are present.
- (5) Staff must not use personal mobile phones in the presence of children. Phones must be kept out of sight and switched off or silent.
- (6) It has been agreed (by the Headteacher and Governing Body) that the school caretaker (who is employed by a third party) will have a mobile phone in his/her possession as part of their role. A mobile phone is used to ‘log jobs’ and will not be used for personal calls.
- (7) Staff found using a mobile phone in the presence of children during teaching time may face disciplinary action.

- (8) The school mobile phone may be given to staff for work use as part of the emergency toolkit used for off-site trips. It may also be used as a back-up to landlines and for contact outside of work hours e.g. safeguarding issues and the designated number identified in the 175 Safeguarding Audit.
- (9) Calls and messages made on the school mobile phone must relate strictly to school business.
- (10) Staff are permitted to take their mobile phones on school trips and visits and used in cases of emergency but should not use them in front of children.
- (11) The recording, taking and sharing of images, video and audio on any personal mobile device is to be avoided, except where it has been explicitly agreed by the Headteacher. Such authorised use is to be recorded. All mobile device use is to be open to monitoring scrutiny and the Headteacher is able to withdraw or restrict authorisation for use at any time, if it is deemed necessary.
- (12) Personal mobile phones and mobile devices must not be connected to the school's wifi system.
- (13) Staff will always model safe, responsible, respectful and professional behaviours in their own use of technology and ensure policies are consistently followed.

Smartwatches – For Staff, Governors and Volunteers

Staff may wear smartwatches; however, to maintain safeguarding standards and minimise distraction, all smartwatches must be set to School Mode or Aeroplane Mode during the school day, ensuring notifications are silenced and no messages, calls or recordings can be made. Smartwatches may only be switched out of School/Aeroplane Mode during break and lunchtime, and must never be used in the presence of pupils.

Mobile Phone Guidelines - For Parents and Visitors

- (1) Parents and visitors are respectfully requested not to use their mobile phones in any area where children are present. E.g. the reception area or on the playground during drop off and pick up.
- (2) Parents will be asked to stop using their mobile phones out on the playground.
- (3) Should visitors need to make or take phone calls and/or texts, use is restricted to designated areas which are not accessed by children in order to avoid any unnecessary disturbance or disruption to others.
- (4) Any individual bringing a personal device on site must ensure that it contains no inappropriate or illegal content.
- (5) Personal mobile phones and/or mobile devices are not to be connected to the school's wifi system.
- (6) It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. In such circumstances the school may consider it appropriate to involve the police.

Smartwatches – For Visitors

On arrival to the school, when visitors sign in, they are asked by our school office team to set their smartwatches set to School Mode or Aeroplane Mode during the duration of their visit, ensuring notifications are silenced and no messages, calls or recordings can be made. This is also made apparent through our visitor information leaflet.

Communication and Consistency

The school recognises that pupils joining the school may require additional guidance regarding expectations. Staff will provide reminders and support during transition periods to ensure pupils understand their responsibilities under this policy.

In line with DfE and Ofsted expectations:

- The policy will be communicated clearly to all staff, pupils and parents via the school newsletter and on the school website.
- Annual refreshers will ensure consistent understanding.
- Staff will be trained to apply the rules consistently.
- The policy will appear in the:
 - Staff code of conduct
 - School website
 - New parent induction packs

Consequences for Breaches

Consequences will be applied consistently and fairly and in line with the school's Behaviour and Relationships Policy.

Pupil Breaches

- First breach: the phone confiscated and parents/carers will be informed.
- Further breaches: a meeting with parents/carers will take place and an appropriate consequence issued, in line with our Behaviour and Relationships policy.
- Serious breach (recording/harassment): a meeting with parents/carers will take place and this will include the involvement of our Designated Safeguarding Lead, with possible police notification. Consequences will be issued, in line with our Behaviour and Relationships policy.

Staff Breaches

- Staff breaches will be managed inline with the Staff Code of Conduct and via the disciplinary procedures.

Visitor Breaches

- Visitors will be reminded once; and repeated misuse may result in individuals being asked to leave the premises.

Monitoring, Review and Accountability

To ensure that this policy is consistently implemented, Senior Leaders will monitor:

- confiscation data
- incident logs
- Findings will be reported termly to the Governing Board and used to evaluate the effectiveness of the policy, identify trends and inform any necessary amendments.
- This policy will be reviewed annually or earlier if DfE guidance changes.

Equality and Safeguarding Impact Assessment

The policy complies with:

- **Equality Act 2010** (reasonable adjustments for protected characteristics)
- **Keeping Children Safe in Education**
- **DfE Behaviour in Schools** guidance
- **DfE Searching, Screening and Confiscation** guidance

The school will consider individual needs sensitively to avoid disadvantaging any pupil.