



Thornbury Primary School

Mobile Phone and Smart Watches

Policy

Signed by: Emma Mantell (Headteacher)

Mobile Phone Policy

Purpose

This policy aims to ensure that mobile phones and smart watches are used appropriately within the school community, safeguarding pupils and staff, protecting privacy, and minimising disruption to teaching and learning.

Pupils are not permitted to wear smart watches to school under any circumstances.

This policy applies to:

- Pupils
- Staff
- Volunteers
- Visitors
- Parents and carers whilst on the school site

Pupils' Mobile Phones

Bringing Mobile Phones to School.

Pupils are permitted to bring a mobile phone to school where a pupil is walking to and from school independently.

The school recognises that, in these circumstances, mobile phones can provide reassurance and a means of communication between home and school journeys.

Storage of Mobile Phones

To ensure the safety and security of all pupils:

- Mobile phones must be switched off before entering the school premises.
- Mobile phones must not be used anywhere on the school site.
- On arrival at school, pupils must hand their mobile phone to a member of staff and placed in the designated storage box.
- Phones will be stored securely in the school office throughout the school day.
- Phones will be returned to pupils at the end of the school day.

Responsibility for Loss or Damage

Whilst reasonable measures will be taken to store mobile phones securely, the school accepts no responsibility for the loss, theft or damage of any mobile phone brought onto the school site.

Parents/carers who allow their child to bring a mobile phone to school do so at their own risk.

Prohibited Use

The following use of mobile phones by pupils is strictly prohibited:

- Making or receiving phone calls during the school day.
- Sending or receiving text messages.
- Accessing the internet, social media platforms or messaging applications.
- Taking photographs or videos.
- Audio recording staff, pupils or visitors.
- Sharing images, videos or recordings of members of the school community.
- Using a mobile phone during lessons, breaktimes, lunchtimes or school activities.
- Using a mobile phone on educational visits unless specifically authorised by staff.

Any misuse of a mobile phone may be treated as a behavioural or safeguarding concern and dealt with in accordance with the school's Behaviour Policy and Safeguarding Policy.

Safeguarding

The school takes its safeguarding responsibilities seriously.

Mobile phones must not be used to:

- Capture, store or share images or recordings of pupils, staff or visitors without permission.
- Access inappropriate or harmful online content.
- Engage in cyberbullying, harassment or intimidating behaviour.
- Share personal information about members of the school community.

Where concerns arise regarding the content of a mobile phone or its use, the school may take appropriate action in accordance with safeguarding procedures and relevant legislation.

Any safeguarding concerns will be referred to the Designated Safeguarding Lead (DSL) and managed in line with the school's Child Protection and Safeguarding Policy.

Sanctions

Pupils are expected to comply fully with this policy.

Where a pupil fails to follow the agreed procedures, including:

- Keeping a mobile phone in their bag or on their person during the school day.

- Failing to hand their phone into the school office.
- Using their phone on the school site.
- Misusing their phone in any way.

The following sanctions may be applied:

1. The phone will be confiscated and stored securely until collected by a parent/carer.
2. Parents/carers will be informed.
3. The pupil may lose the privilege of bringing a mobile phone to school for a specified period of time.
4. Repeated breaches may result in a permanent withdrawal of permission to bring a mobile phone onto the school site.

The Headteacher reserves the right to determine the appropriate sanction based on the circumstances of each incident.

Staff Mobile Phone Use

Staff are role models for pupils and must ensure that mobile phone use does not interfere with their professional responsibilities.

During the school day:

- Personal mobile phones may only be used in designated mobile phone zones.
- Personal mobile phones must not be used whilst supervising pupils.
- Staff must not use personal devices to take photographs, videos or recordings of pupils.
- Only authorised school devices may be used for photography, video recording or educational purposes.
- Any images or recordings taken for school purposes must be stored and managed in line with the school's safeguarding, data protection and information management procedures.

Staff must comply fully with safeguarding expectations and the Staff Code of Conduct at all times.

Visitors, Volunteers, Parents and Carers

Visitors, volunteers, parents and carers are expected to support and comply with this policy whilst on school premises.

They must:

- Use mobile phones responsibly and discreetly.
- Follow all school safeguarding requirements.

- Not photograph, video or record pupils without prior authorisation from the school.
- Respect the privacy of pupils, staff and other visitors.

Where concerns arise regarding the use of a mobile phone by a visitor, volunteer, parent or carer, the school reserves the right to ask for the phone to be put away or, where necessary, request that the individual leave the premises.

Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governing Body to ensure it remains effective and reflects current safeguarding and operational requirements.

Parent/Carer Declaration (copy also part of home school agreement)

I understand and accept the school's Mobile Phone Policy and agree that my child will:

- Bring a mobile phone to school only for safety reasons.
- Switch their phone off before entering the school site.
- Hand their phone into the school office on arrival.
- Collect their phone at the end of the school day.
- Follow all expectations outlined in the Mobile Phone Policy.

Child's Name: _____

Parent/Carer Signature: _____

Date: _____