

Wye Forest Federation

Redbrook Church of England Primary School

St Briavels Parochial Church of England Primary School



Mobile Phone and Smart Device Policy

This policy was agreed by the Full Governing Body on: (and supersedes all previous policies relating to this area)	12.3.2026
Implemented:	March 2023
Revised	March 2025
Revised	March 2026
Review date:	March 2028

This policy provides clear guidance on the use of mobile phones and smart devices in school for pupils, staff and all adults visiting our schools, including volunteers

Definitions

Smart Device: an everyday device that is able to connect to the internet and can be controlled remotely through a mobile or computing device.

Smart devices in the context of this policy include but are not limited to:

- Smart watches
- Smart rings
- Smart necklaces

Introduction

At the Wye Forest Federation we recognise mobile phones and smart devices, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

We aim to set an example for the safe and responsible use of these by setting clear rules for our pupils, staff and all visiting adults to our schools.

At the Wye Forest Federation we are also aware of the challenges posed by mobile phones and smart devices in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

All staff are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by or visiting the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

Staff policy

During the school day and when pupils are in attendance, staff should only use their phones and smart devices during non-contact time and within areas of the school where pupils are not present such as the offices and staffroom.

Phones and devices may be left on during the day but must be set to silent or vibrate only. There may be circumstances in which it's appropriate for a member of staff to have use of their phone or smart device during contact time,

For instance:

- For emergency phone calls from their child, or their child's school
- In the case of acutely ill dependents or family members
- As an alarm to alert for medical needs
- To access 2 factor authentication

However, routine or frequent checking of phones or smart devices when children are present is not appropriate. If an urgent call or message needs to be taken, read or sent, this must only be done within the confines of the offices or staffroom.

Staff must not use their mobile phones or smart devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

No member of staff who is present when a child is changing or supporting a child to change will have with them a mobile phone or wear a smart device that is able to take a photograph.

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances staff will use their phones in an appropriate and professional manner, in line with our staff code of conduct.

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Where staff are parents, professional judgement must be exercised to uphold the staff code of conduct and acceptable use policies.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

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.

Parent, Visitors or Volunteers in School Policy

All adults in school or accompanying children on school trips must follow the staff policy for mobile phones and smart devices.

If parents who accompany children on a school trip are asked by the teacher to take photos or videos as a record of the educational visit, they will be issued with a school device. Parents accompanying children on school trips must not use their mobile phones to take pictures or videos of children.

At a public event such as school performances or sports day, adults are invited to take videos and photos of their own children. At such events, adults are reminded that such pictures or videos may only be used for personal use and must not be shared on social media.

Pupil Policy

Pupils **should not bring mobile phones or wear smart devices** (such as smart watches) into school due to the potential issues raised in the introduction. However, we understand there may be limited situations where a phone is needed, for example:

- When a child walks to or from school without an adult
- When a child is moving between homes or staying with other family members

When a child needs to bring a phone into school, a letter or email of permission must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone.

At times, a child may bring a device such as a tablet into school, for example when they are moving between parent's homes or going to stay with another family member. If this is the case, the same procedure for bringing a mobile phone into school must be applied.

Should a pupil be found to be using their phone or device inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.

Parents are advised that the Wye Forest Federation accepts no liability for the loss or damage to mobile phones or devices which are brought into school or the school grounds.

Where a pupil is found by a member of staff with a mobile phone or smart device, it will be removed from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone or device. The mobile phone or smart device will be stored by the school office. Parents will be contacted and the device will only be returned to an appropriate adult collecting the child from school.

If a pupil is found taking photographs or video footage with a mobile phone or smart device of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour policy.

If images of other pupils or teacher have been taken, the phone or device will not be returned to the pupil until the images have been removed by the pupil in the presence of a parent/carer and the Executive or Deputy Headteacher.

We ask that parents should talk to their children about the appropriate use of text messages as they can be used to be unkind or to bully other pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

The policy supports the Health & Safety, Anti bullying, Child Protection, Behaviour, Internet Safety and Internet and Acceptable Use policies.

This policy will be monitored and reviewed as required but at least every two years.