



**Stockingford  
Nursery School**

# **Mobile Phone & Smart Watch Policy**

**Passed and adopted by Governing Body:**

Signed: 

Dated: 24th November 2025

Review Date: November 2025

Next Review: November 2027

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## 1. Introduction and aims

The welfare, **safety** and well-being of our pupils is paramount. The aim of the mobile phone and smart watch policy is to allow users to benefit from modern communication technologies whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user **expectations**. This is achieved through balancing protection against potential misuse with the recognition that mobile phones and smart watches are effective communication tools.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behaviour
- **Provide a clear understanding of professional boundaries and clear guidance regarding acceptable use to understand what constitutes misuse and how to minimise risk, report concerns and moderate own appropriate behaviours to keep self and others safe.**

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

## 2. Relevant guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#) and Guidance for photographing and recording children during events and activities (NSPCC)

This policy should be read in relation to the following school's policies:

- **Stockingford Nursery School** Safeguarding and Child Protection Policy
- Staff Behaviour (Code of Conduct) Policy
- Online Safety Policy
- Behaviour Regulation Policy for pupils
- **Keeping Children Safe in Education 2025**

## 3. Roles and responsibilities

### 3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

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

The **Headteacher** is responsible for monitoring the policy every **2** years, reviewing it, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly, and clearly communicate the reasons for prohibiting the use of mobile phones.

## 3.2 Governors

Stockingford Nursery School's Governing Board are involved in monitoring and reviewing this policy.

## 4. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. Staff members have a duty of care to be vigilant to safeguard pupils by reporting any breaches of this policy to a member of the SLT.

Staff to be aware of the latest Government guidelines regarding the use of mobile phones/smart watches whilst driving.

We appreciate that staff may need to make personal calls during the day, use of your mobile phone needs to be outside of your non-teaching hours; these are only permitted whilst no children are present.

### 4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while **children are present during the school day**. Use of personal mobile phones must be restricted to areas of the school where pupils are not present (such as the staffroom).

There may be circumstances in which it's appropriate for a member of staff to make use of their phone during **their contracted hours in a child free zone for personal reasons:**

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- **For urgent medical professional appointments**
- **To attend Occupational Health appointments**

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff may be signposted by the Headteacher/SLT to use the School Reception number - 02476383708 as a point of emergency contact.

**Smart watches can be worn by staff during the school day, but the camera, messaging and call services must be deactivated. Staff should use security to protect access to functions of their smart watch.**

### 4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

**More detailed guidance on data protection can be found in our school's Data Protection Policy or ICT Acceptable Use Policy.**

### 4.3 Safeguarding

Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

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

Further information can be found in our School' Safeguarding and Child Protection Policy, Online Policy and Staff Behaviour (Code of Conduct) Policy.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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.

#### 4.4 Using personal mobiles for work purposes

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

- Use of multi-factor authentication
- Home Visits
- Reading work emails or accessing staff training at home. Whilst staff may view work emails on their personal devices they must not open or download any content contained within the email (unless authorised by a member of the SLT). Content may be viewed on a school's device.

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- **Not use their phones/devices to take photographs or recordings of pupils, their work, or anything else that could identify a pupil**
- Refrain from using their phones to contact parents/carers. Contact must be made via the school office or using a works phone.
- Staff to be aware of confidentiality and having sensitive phone calls on the school site that may be overheard by others.
- Ensure professionalism and ensure that phone calls, text messages or social media are used responsibly and not used to spread malicious content or to share any negativity about the school or those associated with it.

#### 4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes e.g Headteacher and emergency SLT phone.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

#### 4.6 Sanctions

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

See the school's staff disciplinary policy for more information.

Staff members have a duty of care to be vigilant to safeguard pupils by reporting any breaches of this policy to the Headteacher/DSL or member of SLT.

## 5. Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Due to the age and developmental needs of our pupils our school's approach is that pupils must not bring mobile phones or smart watches onto our school site. These may be valuable and the school will not be responsible if they are lost or stolen. If a pupil is found to be in possession of a mobile phone/smart watch these will be locked away in a secure area and returned only to the parent/carer.

### 5.1 Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Our school does not permit smart watches to be worn by pupils for safeguarding and safety reasons.

### 5.2 Exceptions for medical special circumstances

Some pupils may be allowed to use mobile phones in exceptional circumstances if there is a medical necessity e.g. mobile app needed for diabetes glucose monitoring. If this has been authorised by the Headteacher the device will be kept securely and will only be accessible by Nursery staff for monitoring purposes and the camera will be disabled.

Any pupils who are given permission must then adhere to the school's [Acceptable use agreement](#) for mobile phone use (see appendix 1).

### 5.3 Sanctions

- If a child brings an unexpected mobile phone device to school, we would contact parents immediately and the device would be kept safe by a member of the SLT until family members are able to collect. Schools are permitted to confiscate phones from pupils under [sections 91](#) and [94](#) of the Education and Inspections Act 2006.
- Headteachers can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#)
- Staff have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).
- If inappropriate content was found on a phone or device advice would be sought from the police and Warwickshire's Safeguarding team.

## 6. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, volunteers and visitors may only use their phones in areas of the school without children present.

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- You may not take photographs of any children in the school on your mobile phone/smart device without express consent from the Headteacher for use in exceptional circumstances.
- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in teaching areas, or when working with pupils.
- Contractors required to take photographs e.g. WES hotline repairs will need to be closely monitored by a staff member and photographs checked to ensure no children are within the area or visible on the photograph.
- In Nursery rooms whilst children are present, all visitors will be closely monitored and always be in sight and hearing of a staff member during teaching hours when children are present.

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school. All visitors to site will be made aware that no mobile/smart phones or devices are permitted for use in teaching areas unless authorised by the Headteacher in exceptional circumstances.

Parents/carers or volunteers supervising school trips must not:

- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day.

## 7. Loss, theft or damage

Staff must also secure their personal phones and ensure that they are not in teaching areas during the school day as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises. Any loss of a mobile phone/smart watch is the responsibility of the individual concerned. **All mobile phones must be kept locked away during teaching time. Please use lockers provided to secure any valuables.**

Any unauthorised mobile phones brought into school by pupils will be stored in the school office /SLT room in a secure location.

Lost phones should be handed in to the school office who will then attempt to contact the owner.

## 8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher in a timely manner.

## 9. **Appendix 1: Permission form allowing a pupil to bring their phone to school**

This form will be used if we are granting an exception for a pupil to use a mobile device for medical necessity. It should be signed by parents/carers on behalf of their child.



PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they need the phone to support their medical needs.

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its Acceptable use agreement.

The school reserves the right to revoke permission if a pupil or parent/carers does not abide by the policy.

Parent/carer signature: \_\_\_\_\_

Pupils name \_\_\_\_\_

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

## 10. Appendix 2: Mobile phone information slip for visitors

### Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds.
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staffroom, Library Reception area or outdoors not in Nursery School areas.

- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone when working with pupils
- Contractors can only take photographs if required whilst under direct supervision of a staff member who is monitoring that there are no children within the area.
- If you are working in areas where children are present your phone needs to be stored in a locker or kept in your bag in the Nursery group room or school office.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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