



Lyneham
Primary School

School Policy on Mobile Phones and Smartwatches

Member of staff responsible	John Read & Madeleine Londragan
Frequency of policy review	Every four years
Date agreed by governors	May 6 th 2025
Date next review due	May 2029

Document Version Control

Issue Number	Issue Date	Summary of changes
1	Feb 21	
2	May 23	None
3	April 25	Removal of Covid19 protocols

1. Introduction and aims

At Lyneham Primary School we recognise that mobile telephones, including smart phones and smart watches that are able to make calls, are widely used by the school community. However, in the school setting, mobile devices pose a number of challenges such as:

- Potential risks to children's wellbeing and safety
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile devices for pupils, staff, parents and volunteers
- Support the school's other policies, especially the Safeguarding Policy, E-safety Policy, Behaviour policy, Dignity at Work Policy, Staff Code of Conduct Policy and Data Protection Policy.

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, and supply staff) are responsible for 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, reviewing it annually or as necessary, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Adults (including staff, visiting professionals, volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their mobile phones or make calls on smart watches in any area where children may be present. Please see Appendix B for information for visitors.

All mobile phones must be locked away in secure lockers in staff rooms of the office and these should normally be switched off. *See Covid addendum at end of document: phones may be left on in lockers and switched to silent.*

Staff may only use their mobile phones in areas where children are not present, eg staffrooms, PPA rooms, offices, after school hours or outside the school.

There may be circumstances in which it's appropriate for a member of staff to have access to their phone during contact time. For instance:

- If they are expecting an urgent medical call or telephone appointment
- Where a member of staff is not able to use classroom phones

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

If special arrangements are not deemed necessary, school staff can use the school office number 01249 890 413 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

3.3 Safeguarding

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

Staff should avoid using their full name on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones 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.

Staff must secure their personal and any work phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Failure to do so could result in data breaches.

3.4 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 aren't limited to:

- Emergency evacuations
- Supervising off-site trips or residential visits – although wherever possible staff will be provided with a school mobile phone
- Accessibility reasons if the staff member is not able to use school telephones

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 to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Not use their phones to contact parents. If necessary, contact must be made via the school office

3.5 Work phones

Some members of staff, for example, the Site Manager, are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school mobile 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.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

Pupils are not permitted to bring mobile phones or smart watches to school.

This is for reasons of:

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

In most circumstances there is no reason for a pupil to have a mobile phone or a smart watch in school. It should be possible for all communication should be done through the office.

4.1 Children with permission to bring a mobile phone to school.

In exceptional circumstances the Headteacher may grant permission a pupil to bring a mobile phone or smart watch into school, if this is deemed necessary following a formal application by a parent or carer. Please see application at Appendix A.

If the Headteacher grants permission for a pupil to bring a mobile phone to school, the following rules must be adhered to, failure to do so will result in withdrawal of the permission.

Conditions of pupil bringing a mobile phone to school when permission has been granted:

- Your mobile phone must be clearly labelled with your name.
- You must share your phone number and any password/access code with the school so that we can access your phone if we need to, for example, to turn it off.
- You may not make calls or take photos or videos anywhere on the school site before, during or after school. This includes all the playgrounds, field and driveways.
- You must switch off (not just put on silent) and hand in your mobile phone as soon as you arrive in school to your teacher or to the office for the duration of the school day.
- You are not allowed to keep your phone anywhere on your person or in your bag, coat, drawer etc. If we think that you have kept your phone on your person, staff may search your belongings and if found, your phone will be confiscated.
- You may not access your phone during the school day unless the Headteacher has agreed this.
- You are responsible for collecting your phone at the end of the day.
- The school does not take responsibility for loss or damage to your mobile phone whilst it is in school, unless it has been confiscated.

- It is against the law to use your mobile phone to bully, harass or take photos of anyone without their consent outside of school. Using swear words, obscene, derogatory language or discriminatory comments is not permitted under the school's behaviour policy. If we discover that you have used your mobile phone for any of these purposes, your permission will be withdrawn permanently.

4.2 Sanctions

In line with the 'DfE Guidance on Searching, Screening and Confiscation', school staff may search a pupil's belongings if they believe the child has brought a mobile phone or smart watch to school without permission.

If a pupil is found to have a mobile phone or smart watch in school without permission, or a pupil has breached the permission terms, the device will be confiscated. The school is responsible for confiscated phones and these will be stored in a locked cabinet in the office. A parent or carer must make an appointment to collect the device, it may not be collected by a pupil or an older sibling.

The Headteacher or Designated Safeguarding Leads have the right to search a pupil's phone if they believe it may contain or has been used to send inappropriate images, or material that is contrary to the School Values.

Such conduct may include, but is not limited to:

- Bullying and harassment
- Inappropriate messaging
- Taking and distributing of images without consent
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy in the same way as staff if they are on the school site during the school day.

This means:

- Leaving all phones at the office and not taking them into any area where children may be.
- Not taking pictures or recordings of pupils including their own child on the school site, unless it's a public event, such as a school fair or performance where permission is given.
- Only using photographs or recordings made on site for personal use, and not posting on social media.

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception (Appendix B) or attend a public event at school.

Parents or volunteers supervising school trips or residential visits must not use their mobile phones to:

- Make contact with parents of children on the trip.
- Take photos or recordings of pupils.

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents 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. They must not try to contact their child on his/her personal mobile during the school day.

6. Loss, theft or damage

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

The school will be responsible for the security of a mobile phone or smart watch that is confiscated.

7. Monitoring and review

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

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

Appendix A: Application for Pupil to Bring a Mobile Phone to School

In most cases, there is no need for a pupil to bring a mobile phone to school. The school is able to support with communication between pupils and home, and mobile phones in school pose a number of risks, including potential risks to children's wellbeing and safety, data protection issues and risk of theft, loss or damage

The Headteacher will however consider individual applications from parents or carers and where it is deemed necessary, may grant permission for a pupil to bring a mobile phone to school. This decision is at the Headteacher's discretion and is not a right.

As part of this application, the pupil and parent are required to sign up to the 'Conditions of bringing a mobile phone to school'. Failure to comply with these will result in withdrawal of permission. Please read these conditions carefully before progressing with your application.

Conditions of bringing a mobile phone to school when permission has been granted:

1. Your mobile phone must be clearly named with your name.
2. You must share your phone number and any password/access code with the school so that we can access your phone if we need to, for example, to turn it off.
3. You may not make calls or take photos or videos anywhere on the school site before, during or after school. This includes all the playgrounds, field and driveways.
4. You must switch off (not just put on silent) and hand in your mobile phone as soon as you arrive in school to your teacher or to the office for the duration of the school day.
5. You are not allowed to keep your phone anywhere on your person or in your bag, coat, drawer etc. If we think that you have kept your phone on your person, staff may search your belongings and if found, your phone will be confiscated.
6. You may not access your phone during the school day unless the Headteacher has agreed this.
7. You are responsible for collecting your phone at the end of the day.
8. The school does not take responsibility for loss or damage to your mobile phone whilst it is in school, unless it has been confiscated.
9. It is against the law to use your mobile phone to bully, harass or take photos of anyone without their consent outside of school. Using swear words, obscene, derogatory language or discriminatory comments is not permitted under the school's behaviour policy. If we discover that you have used your mobile phone for any of these purposes, your permission will be withdrawn permanently.

Application for Pupil to Bring a Mobile Phone to School

Pupil name:	
Class:	
Parent/carer name:	
Telephone number of pupil's mobile phone	
Make / model of mobile phone	
Access or passcode to unlock phone	
Reason(s) why the pupil needs to bring a mobile phone to school (Please provide as much detail as possible and consider if the school is able to meet this need)	
For how long will the pupil need to bring the phone to school?	
I agree to the conditions if my child is given permission to bring a mobile phone to school.	Parent/carer signature: _____ Date: _____
I agree to the conditions if I am given permission to bring a mobile phone to school.	Pupil signature: _____ Date: _____

Please return your completed form to the school office. We will be in touch to let you know the Headteacher's decision as soon as possible. Please do not allow your child to bring a mobile phone to school before permission is granted. Thank you.

Appendix B: Mobile phone information notice for visitors

Use of mobile phones in our school – Visitors

Welcome to our school. For safeguarding reasons, we do not permit mobile phones or cameras to be used in areas where children are present. A full copy of our mobile phone policy is available from the school office.

We request that all mobile phones and devices are switched off (including the Covid contact tracing app) and handed into the office. The phone will be stored safely and you will be issued with a receipt.

If you need to keep your mobile phone with you, this must be agreed by one of the Safeguarding Leads and you will be asked to sign up to the following conditions:

- Your mobile phone must be on silent/vibrate while on the school grounds.
- Mobile phones must not be used in any area where pupils may be present.
- If you must use your phone, you may go outside the building, to the staffroom or the office.
- You must not take any photos or recordings of pupils (unless this has been agreed by a safeguarding lead) or staff.
- Do not use your phone in lessons, or when working with pupils.
- The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.