Cranham
Church of England (VA)
Primary School

Mobile Phone and Smart Device Policy

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Teacher Responsible:	Sarah Scott, Headteacher
Approval Level:	Ethos Committee

1. Purpose

This policy sets out the school's expectations for mobile phones and smart devices so that pupils can learn, play and socialise in a calm, safe and focused environment. The school aims to minimise distraction, support positive behaviour, reduce safeguarding risks and promote healthy face-to-face interaction during the school day.

2. Scope

This policy applies to all pupils, parents and carers, staff, volunteers and visitors during the school day, including breakfast club, after-school club, lessons, transitions, breaktimes, lunchtimes, educational visits and school events, unless a separate arrangement has been agreed by the Headteacher.

3. Definition of Mobile Phones and Smart Devices

For the purposes of this policy, "mobile phones and smart devices" includes mobile phones, smartphones, smart watches, tablets with messaging capability, devices that can record audio or video, and any device that can send or receive calls, messages, notifications, images or online content.

4. Pupil Expectations

- Pupils should not bring a mobile phone or smart device to school unless there is a genuine need, such as travelling independently to or from school.
- Where a pupil brings a phone to school, it must be switched off on arrival and handed in to the class teacher or school office according to the school's agreed procedure.
- Phones and smart devices must not be used, seen or heard by pupils during the school day unless an authorised member of staff gives permission for a specific agreed reason.
- Pupils must not use any device to take photographs, record video or audio, access the internet, send messages, make calls or use apps while on school premises or during school activities without staff permission.
- The school accepts no responsibility for loss, theft or damage to mobile phones or smart devices brought onto school premises.

5. Storage and Collection

Any pupil phone brought to school must be handed in immediately on arrival and stored securely in the designated location. Phones will be returned at the end of the school day. Pupils attending after-school provision should follow the collection procedure agreed by that provision. Parents and carers should contact the school office if they need to pass on an urgent message to their child during the day.

6. Exceptions and Reasonable Adjustments

The school recognises that some pupils may need access to a device for a specific medical, disability, safeguarding or exceptional family circumstance. Any exception must be agreed in advance by the Headteacher or designated senior leader and recorded on the pupil's relevant plan, such as a medical plan, individual risk assessment, SEND support plan or safeguarding plan. Reasonable adjustments will be considered on a case-by-case basis.

7. Staff, Volunteers and Visitors

Staff, volunteers and visitors should model the school's expectations by limiting personal phone use during contact time with pupils. Personal devices must not be used to photograph or record pupils. Any images or recordings required for school purposes must be taken only on school-approved equipment and handled in line with safeguarding, data protection and online safety procedures.

8. Breaches of the Policy

If a pupil uses, shows or allows a phone or smart device to be heard during the school day without permission, staff will respond in line with the school's behaviour policy. This may include confiscation of the device for the remainder of the day, communication with parents or carers, loss of privilege to bring the device to school, or further sanctions where there are repeated breaches or safeguarding concerns.

Where a device is believed to contain evidence of bullying, harassment, abuse, inappropriate images, harmful online behaviour or another safeguarding concern, staff will follow the school's safeguarding, child protection, online safety and searching, screening and confiscation procedures. The Designated Safeguarding Lead will be informed promptly.

9. Educational Use of Technology

The school may use school-owned technology to support teaching and learning. Pupils will use school devices only under staff supervision and in line with the school's acceptable use, online safety and data protection arrangements. Personal mobile phones should not be used as learning devices unless a specific exception has been agreed by the Headteacher.

10. Parents and Carers

- Parents and carers should support the policy by ensuring their child brings a phone to school only when necessary.
- Parents and carers should remind their child that the phone must be switched off and handed in on arrival.
- Parents and carers should contact the school office, rather than their child directly, if they need to share an urgent message during the school day.
- Parents and carers should discuss safe, respectful and age-appropriate technology use with their child at home.

11. Links with Other Policies

This policy should be read alongside the school's behaviour policy, safeguarding and child protection policy, online safety policy, anti-bullying policy, acceptable use policy, SEND policy, data protection policy and educational visits policy.

12. Monitoring and Review

The Headteacher will monitor the implementation of this policy, including any incidents, exceptions and feedback from pupils, parents, carers and staff. The policy will be reviewed at least annually, or sooner if national guidance, safeguarding requirements or school circumstances change.