

BRAMCOTE C OF E PRIMARY SCHOOL



Mobile Phones and Smart Devices Policy

September 2026-27

1. Policy Statement

Bramcote Church of England Primary School is committed to providing a safe, secure and distraction-free learning environment for all pupils. The school recognises that mobile phones, smartwatches and other smart devices can present safeguarding, privacy, online safety and behavioural risks.

In line with our Christian vision, *"Life in All Its Fullness"*, the school maintains clear expectations regarding the use of mobile phones and smart devices by pupils, staff, visitors and contractors.

The policy supports the school's safeguarding responsibilities and should be read alongside the Child Protection Policy, Online Safety Policy, Staff Code of Conduct, Behaviour Policy.

2. Aims

This policy aims to:

- Safeguard pupils and staff.
- Minimise unnecessary distraction to learning.
- Protect privacy and personal data.
- Reduce risks associated with online activity and social media.
- Promote responsible use of technology.
- Provide clear procedures for managing mobile devices in school.

3. Definition of Smart Devices

For the purposes of this policy, smart devices include:

- Mobile phones.
- Smartphones.
- Smartwatches capable of communication, photography or internet access.
- Tablets.
- Any wearable or electronic device capable of recording images, audio, video or communicating electronically.

4. Pupils

Pupils are not permitted to use mobile phones or smartwatches during the school day. Any mobile phone brought to school must be switched off and handed to the school office immediately on arrival. Phones will be stored securely and collected at the end of the school day.

Mobile Phones

Pupils are not permitted to use mobile phones on the school site during the school day. Where a parent/carer believes a child needs a mobile phone for their journey to or from school:

- The phone must be switched off before entering the school grounds.
- The phone must be handed directly to the school office on arrival.
- The phone will be securely stored during the school day.

- The phone must be collected by the pupil from the school office at the end of the school day.
- The school accepts no responsibility for loss or damage where procedures are not followed.

Pupils must not:

- Use a mobile phone during the school day.
- Take photographs, videos or recordings on school premises.
- Access social media, messaging apps or online content during the school day.
- Lend devices to other pupils.

Smartwatches

Pupils are not permitted to wear smartwatches or similar devices capable of communication, photography, internet access or recording whilst in school.

Simple fitness trackers or analogue watches may be permitted provided they do not have communication or recording functions.

5. Staff

Staff may use personal mobile devices during break times and non-contact time in staff-only areas.

Staff must not:

- Use personal devices to communicate with pupils.
- Use personal devices to photograph or record pupils.
- Access safeguarding records or confidential pupil information on personal devices unless expressly authorised.
- Use personal devices in a way that compromises professional standards or safeguarding expectations.

All communication with pupils and families must take place through approved school systems and channels.

6. Visitors, Volunteers and Contractors

Visitors, volunteers and contractors must:

- Follow school safeguarding requirements.
- Keep mobile devices on silent mode whilst on site.
- Not photograph, film or record pupils without authorisation.
- Comply with staff instructions regarding device use.

Any safeguarding concern relating to device use will be reported to the Designated Safeguarding Lead (DSL).

7. Photography and Recording

Photographs and recordings of pupils may only be taken using authorised school equipment and in accordance with school procedures.

Unauthorised photography, filming, audio recording or live streaming is prohibited and may be treated as a safeguarding matter.

8. Safeguarding Concerns

Where there is reasonable cause to suspect that a device contains material that:

- Poses a safeguarding risk;
- Breaches school rules;
- Could constitute evidence of misconduct; or
- May involve criminal activity,

the school may confiscate and secure the device and take action in accordance with current legislation and the school's Searching, Screening and Confiscation Procedures.

All safeguarding concerns involving electronic devices will be referred to the DSL and recorded appropriately.

9. Confiscation

Mobile phones and smart devices used in breach of this policy may be confiscated.

Depending on the nature of the incident:

- The device may be returned at the end of the day.
- A parent/carer may be required to collect the device.
- Further behaviour or safeguarding procedures may be implemented.

Serious incidents involving harmful content, bullying, exploitation, inappropriate images or criminal activity will be managed in line with safeguarding procedures and may involve external agencies.

10. Monitoring and Review

This policy will be reviewed annually by the Governing Body, or sooner if there are changes in legislation, safeguarding guidance or school procedures. The Headteacher and Governors will monitor the effectiveness of this policy through safeguarding and behaviour records.

September 2026

Review: September 2027