



St Ann's RC Primary School

MOBILE PHONE AND SMART WATCH POLICY

Our School's Mission Statement

'We, the family of St. Ann's, rejoice in our learning; striving for excellence. We challenge ourselves, follow Jesus and empower each other to be the best we can be.

'LOVE, RESPECT, SERVICE.'

Date Reviewed	
Date Submitted to Governing Body	
Date Approved by Governing Body	
Date to be Reviewed	
Date of amendment	

Introduction

St Ann's is committed to providing a safe, respectful and focused learning environment that reflects our mission: "We, the family of St Ann's, rejoice in our learning, striving for excellence. We challenge ourselves, follow Jesus and empower each other to be the best we can be." This policy sets out expectations, systems and responsibilities relating to the possession and use of mobile phones, smart watches and similar personal devices on the school site and during school-led activities.

This policy:

- Adheres to UK legislation and current Department for Education (DfE) guidance (Mobile phones in schools; Communicating your policy for prohibiting the use of mobile phones in schools to parents — DfE 2026).
- Reflects best practice for safeguarding, behaviour and curriculum delivery in UK primary schools.
- This policy is written for all pupils and will be implemented in a way that supports inclusion and will incorporate reasonable adjustments for pupils with SEND.

Purpose

- Reduce any classroom and playground distractions and maximise learning time.
- Protect pupils from potential online harms, bullying, and inappropriate content or contact.
- Support pupils' social, emotional and personal development by encouraging positive relationships and attention to learning.
- Provide a clear, consistent approach that parents, pupils, staff and governors can understand and support.

Scope

Applies to:

- All pupils on the school roll (including early years).
- All staff (teaching and non-teaching) whilst on site or supervising pupils off site on school-led activities.
- Volunteers, visitors, governors and contractors when working with or near pupils.
- All personal mobile phones, smart watches, fitness trackers with communication capacity, and similar devices.

Key principles

- St Ann's seeks to be a mobile phone-free learning environment in line with DfE expectations.
- Headteacher has responsibility for determining the operational model appropriate to the school and for ensuring reasonable adjustments are made where required.
- Policies will be clearly communicated to pupils, parents and staff and regularly reviewed with stakeholders.

Policy statement

- Pupils must not use mobile phones, smart watches (that enable calls, messaging or internet access) or similar devices during the school day, on the school site, or during school-led activities off-site unless an explicit and authorised arrangement exists (see Exceptions).
- Only Year 6 pupils are permitted to bring mobile phones to school.
- Devices must be switched off and handed to the class teacher at the start of the day, unless otherwise authorised.
- Staff may use mobile phones during non-contact times in appropriate locations (staff room, office) but must not use them where pupils may be seen or overhear personal calls, images, or messages.
- School reserves the right to confiscate devices where this policy is breached; confiscation will follow clear procedures (see Procedures for breaches).

Roles and responsibilities

Governing Body

- Approve the mobile phone and smart watch policy.
- Ensure the policy aligns with safeguarding, behaviour and inclusion duties.

Headteacher / Senior Leadership Team (SLT)

- Lead implementation and day-to-day oversight.
- Decide operational arrangements (e.g. storage / collection systems) within DfE guidance.
- Ensure staff training and communication with parents and pupils.
- Ensure reasonable adjustments for pupils with SEND or medical needs are co-produced with parents/carers.
- Maintain records of incidents, confiscations and communications.
- Monitor and evaluate the policy's impact and report to governors.

Designated Safeguarding Lead (DSL)

- Consider safeguarding implications relating to device use, images and online concerns.
- Lead responses to safeguarding incidents linked to device misuse (e.g. sharing of indecent images, bullying).
- Liaise with parents and external agencies as necessary.

Staff

- Implement the policy consistently and model expected professional behaviour.
- Report device-related safeguarding incidents to the DSL immediately.
- Make reasonable adjustments for pupils with additional needs and document agreed arrangements.

- Follow procedures for confiscation, storage and return.

Parents and carers

- Support the school's expectations by reinforcing that devices should not be used during the school day.
- Communicate with the school for authorised exceptions, and work with the school if devices are confiscated.
- Ensure children travelling independently have agreed arrangements for contact (school phone/landline or simple phone if agreed).

Pupils

- Bring devices only in line with the policy, switched off and handed in at the start of the school day.
- Follow staff instructions regarding devices.
- Report any concerns about device misuse to a trusted adult.

Implementation strategies and procedures

1. Communication and consultation

- Publish the policy on the school website and issue a summary to all parents and carers.
- Use newsletters, parent mail, parent meetings and induction materials for new pupils to communicate expectations.

2. Daily arrangements for pupils

Mobile phones and smart watches that allow calls, messaging or internet access are not permitted on site during the school day.

- Pupils should not bring smartphones or enabled smart watches to school except where an authorised, documented exception exists.
- Year 6 pupils are permitted to bring a mobile phone or a smart watch to school if their parents allow them to. If pupils do bring a device, it must be handed to the class teacher and stored securely until the end of the day.

3. Exceptions

- Exceptions are only where medically necessary.
- Staff must document and share on a need-to-know basis any agreed reasonably adjusted arrangements.

4. Staff use of devices

- Staff must keep personal devices out of sight when teaching or supervising.
- Staff may use devices in staff-only areas during PPA.

- No recording, photographing or sharing of pupils on personal devices without explicit prior permission (use school equipment only).
- Staff must comply with Acceptable Use and Safeguarding policies.

5. Off-site visits and extracurricular activities

- Devices must follow the same rules as on-site unless leaders of an authorised trip confirm alternative arrangements in advance.
- Devices are not required for supervision or safeguarding — staff will set agreed procedures for emergency contact.
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6. Confiscation, storage and return procedure

- Where pupils breach the policy, staff will confiscate the device calmly and promptly.
- Confiscated devices will be labelled and stored securely in the school office
- First breach: device returned to pupil at end of day and parent informed.
- Repeated breaches or deliberate misuse (e.g. taking images, cyberbullying): device must be collected by a parent/carer and further sanctions per behaviour policy may apply.
- Emergency or safeguarding incidents: device may be examined by DSL in line with safeguarding protocols and data protection law; law enforcement may be involved where necessary.
- A record will be kept of any confiscations

7. Sanctions, education and restorative approaches

- Sanctions for breaches align with the school's behaviour policy and will be proportionate and consistent.
- Education: pupil workshops on digital citizenship, online safety and the reasons for the policy are essential to ensure understanding and buy-in.
- Restorative conversations will be used to address misuse (e.g. bullying, sharing images), with DSL oversight for safeguarding incidents.

8. Safeguarding and data protection

- The DSL must be informed of incidents involving images, sharing of indecent images, or cyberbullying.
- The school will follow statutory guidance for safeguarding and cooperate with police where necessary.
- Devices will not be searched without consent except where safeguarding or legal reasons require it; in such circumstances DfE and local authority guidance will be followed and a second adult will be present.
- Personal data on confiscated devices will be handled in line with GDPR and the school's data protection policies.

9. Training and pupil education

- Annual staff training and updates on the policy and safeguarding implications.
- Age-appropriate assembly programme and curriculum input about online safety, privacy and respectful relationships.
- Parent workshops and guidance on supporting children with safe device use, screen time and home-school consistency.

10. Monitoring, evaluation and review

- Policy to be reviewed at least annually or sooner if legislation or DfE guidance changes.
- Monitoring will include: incidence of device-related behaviour/safeguarding referrals; number of confiscations; parental feedback; pupil voice.

Appendices

A. Parent communication

- Brief summary of the policy, daily arrangements, exceptions process and contact methods for urgent matters.
- Date for implementation
- How to request an exception or reasonable adjustment.

B: Legal and statutory context

- This policy is consistent with the DfE guidance “Mobile phones in schools” and “Communicating your policy for prohibiting the use of mobile phones in schools to parents” (DfE 2026).
- It takes account of safeguarding duties (Keeping Children Safe in Education), data protection (GDPR / Data Protection Act), equality duties, and local authority guidance.
- Headteacher reserves discretion to exercise reasonable judgement in exceptional circumstances, documented in writing.

Links and resources

- Department for Education — Mobile phones in schools (DfE 2026 guidance)
- DfE — Communicating your policy for prohibiting the use of mobile phones in schools to parents (DfE 2026)
- NHS / Local authority online safety resources and parent guidance
- Child Exploitation and Online Protection Centre (CEOP) materials

Equality and inclusion statement

- St Ann's will consider reasonable adjustments for pupils with SEND, medical conditions or vulnerabilities. The school will co-produce plans with parents and relevant professionals to ensure the policy does not unfairly disadvantage anyone.

Complaints and escalation

- Concerns about the operation of this policy should be raised with the headteacher in the first instance. If unresolved, follow the school's complaints procedure and ultimately refer to governors.

Version control

- Author: [Name / role]
- Approved by: [Governing Body / Committee]
- Date approved:
- Next review date:

(End of policy)