



Mobile Phone and Technology Policy

Agreed by Staff:	September 2025
Agreed by Governors:	September 2025
Next Review:	September 2027

1. Purpose

This policy outlines the approach to mobile phone and similar smart devices (watches, cameras, tablets etc.) use within our infant school, in line with DfE guidance. It aims to:

- Create a calm, safe, and focused learning environment.
- Minimise distractions and disruptions.
- Safeguard pupils from online risks and peer pressure.
- Promote face-to-face social interaction and wellbeing.

2. Scope

This policy applies to:

- All pupils
- Staff and volunteers
- Parents and carers
- Visitors to the school

3. Policy Statement

Mobile phones and similar smart devices (watches, cameras, tablets etc.) are not permitted for pupil use at any time during the school day, including:

- Arrival and departure
- Lessons
- Break and lunchtimes
- School trips and events (unless explicitly stated otherwise)

Given the age of our pupils, we do not expect children to bring mobile phones to school. If a child must bring a phone for exceptional reasons (e.g. safeguarding concerns during travel), it must be:

- Handed in to the school office upon arrival.
- Stored securely and returned at the end of the day.

4. Staff and Visitors

Staff may use mobile phones:

- Only in designated areas e.g. staffroom, offices and classrooms after 3pm when children have left.
- Phones will be stored in the staffroom during school hours.
- Never in the presence of pupils unless for educational or emergency purposes.

Visitors must:

- Keep phones on silent.
- Hand their phone in at the office for the duration of their visit unless on a school trip.
- Parents on a school trip will receive instruction before setting out about the use of mobile phones and taking photographs. This is prohibited around children.
- Visitors here for business meetings may keep phones if in offices or staffroom

5. Communication with Parents

Parents are encouraged to:

- Contact the school office for urgent messages.
- If necessary school staff will contact parents if needed.

The policy will be shared:

- On the school website
- During parent induction meetings
- Via newsletters and reminders

6. Exceptions

Exceptions may be made for:

- Pupils with medical needs or SEND requiring mobile technology.
- Specific safeguarding arrangements (e.g. travel safety).

These must be agreed in advance with the Headteacher and documented in the pupil's individual support plan.

7. Sanctions

If a pupil brings a phone without permission:

- The phone will be confiscated and stored securely.
- Parents will be contacted.
- Repeated breaches may result in further action in line with the school's behaviour policy.

The school reserves the right to confiscate mobile phones, tablets, wearable technology or any devices with access to the internet brought to school. These will be returned to parents at the end of the school day.

If staff breach this policy the staff code of conduct will be referred to and it may be deemed a Low level or higher concern which may be referred to the LADO (see safeguarding policy)

8. Monitoring and Review

This policy will be monitored by all staff and governors and any breaches of policy shared with the DSL in a timely manner. It will be reviewed annually or in response to updated DfE guidance. Feedback from staff, parents, and governors will inform any changes.