



Achieve Believe Celebrate

Mobile Phone and Smart Technology Policy

Marsh Green Primary School

Policy agreed (date):	September 2026
Policy published (date):	September 2026
Next review (date):	September 2027



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Mobile Phone and Smart Technology Policy

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Policy owner	Headteacher
Approved by	Governing Body / Headteacher
Date adopted	September 2026
Review date	September 2027
Applies to	All pupils, staff, parents/carers and visitors

Marsh Green Primary School is a mobile phone-free environment during the school day.

1. Purpose and principles

This policy sets out a clear and consistent approach to mobile phones and similar smart technology. It supports safeguarding, positive behaviour, learning and a calm school environment while recognising that some older primary pupils may need a phone for safety when travelling independently to or from school.

The school follows the Department for Education statutory guidance on mobile phones in schools, which expects schools to be mobile phone-free by default throughout the school day. The policy should be read alongside the school Behaviour Policy, Child Protection and Safeguarding Policy, Online Safety arrangements and Keeping Children Safe in Education 2026.

2. Who may bring a mobile phone to school

Pupils in Year 4, Year 5 and Year 6 may bring a mobile phone to school where a parent/carer considers it necessary for safety because the child travels independently to or from school, including walking home from school.

- Phones should only be brought to school when there is a genuine safety or travel need.
- Parents/carers remain responsible for deciding whether their child is mature enough to carry a phone on the journey to and from school.
- Pupils in Nursery to Year 3 should not normally bring a mobile phone to school. Any exceptional need must be agreed in advance with the Headteacher.

3. Arrangements during the school day

- The phone must be switched off before the pupil enters the school building.
- On arrival, the pupil must hand the phone directly to their class teacher or the adult designated by the class teacher.
- Phones will be stored in a secure, locked location and pupils will not have access to them during lessons, breaktimes, lunchtimes or any other part of the school day.
- The phone will be returned to the pupil at the end of the school day, immediately before they leave school.
- Pupils must not use another phone, smartwatch or communication device to call, message, access social media, take photographs, record audio/video or access the internet during the school day.

If a parent/carer needs to contact a child urgently during the school day, they should contact the school office. Pupils who need to contact home should speak to a member of staff and use the school's normal communication arrangements.

4. Smartwatches and similar devices

Smartwatches or other wearable devices with mobile-phone-like functions, including messaging, calling, notifications, internet access, photography or recording, are covered by this policy. Where such a device is brought to school, the school may require it to be handed in and stored securely in the same way as a mobile phone.

5. Exceptions and reasonable adjustments

The Headteacher may agree an individual exception where a device is required for a medical need, disability, SEND, safeguarding reason or another exceptional circumstance. Any arrangement will be proportionate, documented where appropriate and agreed with parents/carers and relevant staff. This reflects the school's duties under equality and safeguarding legislation and guidance.

6. If the policy is not followed

Where a pupil uses, accesses, displays or retains a phone or similar device contrary to this policy, staff will respond in line with the school Behaviour Policy. This may include confiscating the device for a proportionate period and contacting parents/carers.

- If a device is confiscated, it will be stored securely and arrangements for return will be made by the school.
- Repeated breaches may result in the pupil no longer being permitted to bring a phone to school, subject to consideration of any safety, SEND, disability, medical or safeguarding needs.
- If use of a device raises a safeguarding concern, staff will follow the Child Protection and Safeguarding Policy and refer the matter to the Designated Safeguarding Lead (DSL) or deputy as appropriate.

7. Searching, confiscation and safeguarding

Any searching, confiscation or examination of a device will be undertaken only where lawful, necessary and proportionate, in accordance with current Department for Education guidance and the school's behaviour and safeguarding procedures. Staff will not routinely search the content of a pupil's phone.

8. Loss, damage and responsibility

Parents/carers should ensure that phones brought to school are clearly identifiable. The school will take reasonable care of devices while they are handed in and stored. Families are strongly advised not to send expensive devices to school. Any concerns about loss or damage should be reported promptly to the Headteacher so that the circumstances can be reviewed.

9. Staff use of mobile phones

Staff, volunteers and other adults working in school must use personal mobile phones safely and professionally, in line with the Staff Code of Conduct, safeguarding procedures and safer working practice. Personal phones should not be used for personal reasons in front of pupils during the school day, except where authorised or required in an emergency.

Personal mobile phones must not be used to photograph, video or record pupils, or to store or share information about pupils, unless specifically authorised under school procedures. School-approved devices and systems should be used for school business wherever required.

Any use of a mobile phone or other personal technology that raises a safeguarding concern must be reported immediately to the Designated Safeguarding Lead (DSL) in accordance with the school Safeguarding, Child Protection and Family Help Policy. Expectations regarding safe mobile phone use are reinforced through staff induction and safeguarding training.

10. Trips, clubs and residential activities

The school will decide arrangements for phones on educational visits, residentials, clubs and activities outside the normal school day. Parents/carers and pupils will be informed of the arrangements in advance. The same safeguarding and online-safety principles will apply.

11. Communication and review

This policy will be shared with staff, pupils and parents/carers and published with the school's policies. Expectations will be explained to pupils and reinforced as needed. The policy will be reviewed at least annually, or sooner if statutory guidance or school circumstances change.

Key national guidance

- Department for Education: Mobile phones in schools - statutory guidance, updated June 2026 and to be followed from 1 September 2026.
- Department for Education: Keeping Children Safe in Education 2026.
- Department for Education: Behaviour in schools - advice for headteachers and school staff.