



Mobile Phone & Smart Technology Policy

2026/27

A smartphone-free primary school

School	Wouldham All Saints Church of England Primary School
Headteacher / DSL	Mrs Victoria Baldwin
Approved by	Governing Board
Review cycle	At least annually and sooner following significant changes to legislation, guidance, technology or safeguarding risk
Policy year	September 2026 – August 2027

This policy should be read alongside the school's Acceptable Use of Technology Policy, Child Protection and Safeguarding Policy, Common Sense Code / Staff Code of Conduct, Nurture Behaviour Policy, Data Protection arrangements and Online Safety procedures.



1. Introduction and aims

Wouldham All Saints Church of England Primary School is a smartphone-free primary school. We want pupils to benefit from a calm, safe and purposeful school day in which personal mobile technology does not compromise learning, play, safeguarding, privacy or relationships.

This policy aims to:

- ensure the school is mobile phone-free by default;
- set clear, consistent expectations for pupils, staff, parents/carers, visitors, volunteers and contractors;
- support safe, responsible and lawful use where an exception is genuinely necessary;
- protect pupils from safeguarding, privacy, data protection, cyberbullying and harmful-content risks;
- align mobile phone and smart-device practice with the school's Acceptable Use of Technology Policy and wider safeguarding framework.

Key principle Pupils must not bring smartphones, smart watches, tablets, internet-enabled trackers or other personal smart devices into school or on school trips unless a specific exception or reasonable adjustment has been formally agreed.

2. Relevant legislation and guidance

This policy reflects the school's Acceptable Use of Technology Policy 2026/27 and the current model mobile phone policy. It should be read in the context of:

- Children's Wellbeing and Schools Act 2026, including the requirement reflected in current model guidance for schools to be mobile phone-free by default;
- Keeping Children Safe in Education 2026 (KCSIE);
- DfE guidance on mobile phones in schools and behaviour in schools;
- DfE Searching, Screening and Confiscation guidance;
- Education and Inspections Act 2006;
- Data Protection Act 2018 and UK GDPR;
- UKCIS guidance on sharing nudes and semi-nudes;
- Early Years Foundation Stage statutory framework 2026, including expectations relating to mobile phones, cameras, electronic devices and screen use.

National policy and legislation concerning children's access to social media and online services continues to develop. Proposed changes will not be presented as current legal requirements unless and until they are in force.

3. Scope and definitions

For this policy, "mobile phones" includes smartphones and basic mobile phones. "Smart technology" includes smart watches, tablets, internet-enabled trackers, wearable devices, cameras and other personal devices capable of communication, recording, internet access, location sharing or similar functions.

The policy applies on the school site, during the school day, at before- and after-school clubs, on educational visits and trips, and wherever school responsibilities for safeguarding, supervision or conduct apply.

4. Roles and responsibilities

4.1 Headteacher / DSL

The Headteacher/DSL is responsible for overseeing implementation, considering exceptions and reasonable adjustments, ensuring safeguarding concerns are acted upon and reviewing this policy at least annually.



4.2 Staff

All staff, including supply staff, must actively and consistently apply this policy. Staff must challenge breaches, report safeguarding or online-safety concerns promptly and model safe, professional technology use.

4.3 Governing Board

The Governing Board approves this policy and receives appropriate assurance about safeguarding, filtering and monitoring, data protection and the school's implementation of its smartphone-free approach.

5. Use of mobile phones and smart technology by staff

5.1 Personal devices

Staff, volunteers, contractors and others working in school must not use personal phones or wearable devices in a way that distracts from supervision, safeguarding, confidentiality, professional boundaries or the learning environment. Personal use should normally be restricted to non-contact time and staff-only areas.

Where an urgent personal circumstance requires a member of staff to remain contactable, this should be agreed with the Headteacher. The school office may be used as the emergency point of contact.

5.2 Safeguarding, images and professional boundaries

- Personal devices must never be used to photograph, film or record pupils, their work or anything that could identify a pupil. School-provided or formally approved equipment must be used.
- Staff must not give personal contact details to pupils or families or use personal messaging, social media, gaming accounts or personal phone numbers to communicate with them unless a specific arrangement has been formally approved, risk assessed and recorded.
- Staff must not use personal devices to store personal, sensitive, confidential or safeguarding information.
- Personal data or confidential school information must not be entered into generative AI tools from a personal device unless the tool, purpose and processing have been formally approved.

5.3 Work-related use

There may be limited circumstances in which use of a personal mobile device is necessary for an approved work purpose, for example multi-factor authentication, emergency evacuation or an agreed arrangement on an off-site visit. In such cases staff must use the device professionally, must not take pupil images or recordings, and should normally contact families through the school office rather than a personal number.

5.4 Breaches

Failure by staff to follow this policy may be addressed through safeguarding, low-level concern, staff conduct or disciplinary procedures as appropriate.

6. Use of mobile phones and smart technology by pupils

6.1 Smartphone-free school

Pupils must not use, access, display or check a mobile phone or similar smart technology during the school day, including lessons, transitions, breaktimes, lunchtimes and clubs. Smartphones, smart watches, tablets, internet-enabled trackers and other personal smart devices are not permitted in school or on school trips unless a formal exception or reasonable adjustment has been agreed.



6.2 Years 5 and 6 independent walkers

A pupil in Year 5 or Year 6 who walks to or from school independently may bring a basic, non-internet-enabled mobile phone for safety. The phone must be switched off before entering the school site and remain switched off and securely stored throughout the school day in accordance with the arrangements communicated by the school. It must not be used on the school site.

Permission to bring a basic phone does not extend to a smartphone, smart watch, internet-enabled tracker or other smart device.

6.3 Exceptions and reasonable adjustments

An exception may be agreed where there is a documented medical, safeguarding, disability or other individual need. Any exception will be considered by the Headteacher/DSL, risk assessed where appropriate, recorded and communicated to relevant staff. Reasonable adjustments will be made for pupils with SEND or medical needs where required.

Where a pupil needs a smart device for an agreed medical purpose, such as an approved health-monitoring arrangement, the school will agree how it may be possessed and used safely without undermining safeguarding or the learning environment.

6.4 Education about safe use

Pupils will be taught, in an age-appropriate way, about safe and responsible technology use, including privacy, harmful content, cyberbullying, images and recordings, online contact, misinformation, AI-generated content and the benefits of protected phone-free time.

7. Breaches, confiscation, searching and safeguarding

7.1 If a prohibited device is brought to school

If a pupil brings a smartphone, smart watch or other prohibited personal smart device to school, or misuses an agreed basic phone, a member of staff may confiscate it in line with the school's Behaviour Policy and current statutory guidance. The device will be secured in the school office and will normally need to be collected by a parent/carer or responsible adult.

Any response will be reasonable and proportionate and will take account of relevant circumstances, including age, SEND, disability, medical needs and safeguarding concerns. Repeated or serious breaches may result in further action under the Nurture Behaviour Policy.

7.2 Searching or examining a device

Searching, confiscation and any examination of a pupil device will only take place where lawful, necessary and proportionate and in line with current DfE guidance, the Behaviour Policy and safeguarding procedures.

Safeguarding safeguard If staff suspect that a device contains an indecent image of a child, they must not view, copy, print, share, store or save the image. The device should be secured and the concern reported immediately to the DSL/deputy, who will follow current DfE and UKCIS guidance. Potential evidence of an offence must not be deleted.

Concerns involving bullying, harassment, threats, sexual images, AI-generated or manipulated sexual imagery, upskirting, harmful content or possible criminal conduct will be handled through safeguarding procedures and referred to external agencies where appropriate.



8. Parents/carers, visitors, volunteers and contractors

Parents/carers should support the school's smartphone-free approach and discuss safe, responsible technology use with their child. During the school day, parents/carers must contact their child through the school office rather than through a child's device.

- Visitors, volunteers, governors and contractors must keep personal phone use away from direct work with pupils unless an essential purpose has been specifically agreed.
- They must not photograph, film or record pupils unless specifically authorised and using approved school equipment or arrangements.
- They must not use personal accounts or contact details to communicate with pupils.
- Any safeguarding, online-safety, filtering or technology concern must be reported immediately to a member of staff/DSL.
- Parents/carers or volunteers supporting school trips must not use personal devices to photograph or record pupils or to contact other families on behalf of the school.

At public events, the school may communicate separate photography expectations. Any images taken of a person's own child must be used responsibly and must not compromise the privacy or safeguarding of other children.

9. Loss, theft or damage

The school accepts no responsibility for personal mobile phones or smart devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to or from school. Families choosing to allow an eligible Year 5 or 6 independent walker to bring an agreed basic phone do so on this basis.

Confiscated devices will be stored securely in the school office until collection. Lost devices should be handed to the school office so that reasonable attempts can be made to identify the owner.

10. Data protection, security and monitoring

Personal data must be processed only through approved school systems. Personal or sensitive school information must not be stored on personal devices. Lost devices, suspected data breaches, malware, unauthorised access or other security incidents must be reported promptly to the Headteacher/DSL, IT provider and DPO as appropriate.

School-provided devices, accounts, systems and networks may be filtered and monitored proportionately for safeguarding, security and policy compliance. The school does not claim to monitor unrelated activity on personal devices, personal accounts or home internet.

11. Monitoring and review

The Headteacher/DSL, supported by the school's IT providers and DPO, will monitor implementation. Review will take account of safeguarding and behaviour incidents, feedback from pupils, parents/carers and staff, and changes to legislation, statutory guidance, technology and emerging risk. The policy will be reviewed at least annually and sooner where necessary.

Concerns or questions about this policy should be raised with the Headteacher through the school office.

12. Related school policies

- Acceptable Use of Technology Policy 2026/27
- Child Protection and Safeguarding Policy 2026/27
- Common Sense Code / Staff Code of Conduct
- Nurture Behaviour Policy
- Data Protection and Information Security policies
- Online Safety arrangements
- Parent Code of Conduct and Complaints Procedure



- SEND and reasonable adjustment procedures
- Educational Visits procedures

Appendix 1: Pupil agreement for an authorised basic phone or exceptional device

This agreement applies where the school has authorised a pupil to bring a basic phone or another device because of an agreed exception. The pupil must:

1. bring only the device that has been agreed with the school;
2. switch the device off before entering the school site and keep it switched off and stored as directed throughout the school day, unless a member of staff has explicitly authorised use for the agreed purpose;
3. never use the device in toilets, changing areas or other private spaces;
4. never take photographs, video or audio recordings of pupils or staff;
5. never use a device to bully, intimidate, harass, impersonate, humiliate or threaten another person;
6. never create, request, store, send or share nude or semi-nude images, including AI-generated or manipulated content;
7. keep passwords and access codes private;
8. hand the device to a member of staff when requested;
9. tell a safe adult immediately if anything on a device worries, frightens, confuses or upsets them;
10. understand that permission may be withdrawn if these expectations are not followed.

Appendix 2: Permission / exception record

Pupil name	
Year group / class	
Parent/carer	
Device agreed	
Reason / need	
Agreed storage / use arrangements	
Review date	

I understand that this permission applies only to the device and arrangements recorded above, and that the school may review or withdraw permission if circumstances change or the policy is not followed.

Parent/carer signature	Date:
Pupil signature (where appropriate)	Date:
Authorised by Headteacher/DSL	Date:

Appendix 3: Visitor quick guide

Wouldham is a smartphone-free primary school Please keep personal phones and smart devices away while working with or around pupils. Do not photograph, film or record pupils unless specifically authorised. If you need to



use your phone for an essential purpose, please ask a member of staff where this can be done. Report any safeguarding or online-safety concern immediately to a member of staff/DSL.

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