

Tadpole Farm Primary Academy

Mobile Phone and Smart Device Policy

Date: September 2026

Review Date: September 2027

1. Introduction

Tadpole Farm Primary Academy recognises that mobile phones and smart devices are an important part of modern life for pupils, families, staff and the wider school community.

While these devices may have an important role outside of school, they are generally not necessary during the school day. The school therefore places clear restrictions on the use of personal mobile phones and smart devices on the school premises and during school activities.

The purpose of this policy is to ensure that mobile phones and smart devices are used safely and appropriately and do not compromise the safeguarding, privacy, wellbeing, learning or security of pupils and staff.

This policy should be read alongside the school's **Safeguarding and Child Protection Policy, Behaviour Policy, Staff Code of Conduct**, and relevant data protection procedures.

2. Aims

The aims of this policy are to:

- Promote the safe, responsible and appropriate use of mobile phones and smart devices.
 - Establish clear expectations for pupils, staff, parents, carers, visitors, volunteers and governors.
 - Support the school's safeguarding and behaviour procedures.
 - Minimise disruption to teaching, learning and the wider school environment.
 - Protect the privacy and dignity of pupils and staff.
 - Reduce the risk of inappropriate photography, filming, online harassment and other misuse of technology.
 - Reduce the risk of loss, theft or damage to personal devices.
 - Ensure that concerns involving mobile phones or smart devices are dealt with consistently.
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3. Scope

This policy applies to all mobile phones, smartwatches, tablets and other personal smart devices brought onto the school premises or used during school activities, including educational visits, residential trips and sporting fixtures. The policy applies throughout the school day and whenever pupils are under the care or supervision of the school, including during:

- lessons;
- breaktimes and lunchtimes;
- assemblies;
- educational visits and trips;
- residential visits;
- sporting events; and
- other school-organised activities.

School-issued devices used for educational or operational purposes are not covered by the restrictions placed on personal devices, although they must be used in accordance with school procedures.

4. Definition of Smart Devices

For the purposes of this policy, smart devices include, but are not limited to:

- mobile phones;
- smartphones;
- smartwatches;
- tablets;
- devices capable of taking photographs or recording video;

- devices with messaging or communication functions; and
- devices with gaming or internet access capabilities.

Smart devices can present particular safeguarding and privacy risks because of their ability to take photographs, record video, access the internet and communicate with others.

5. Staff Policy

5.1 Use of Personal Mobile Phones

Staff must use personal mobile phones only outside their directed teaching time and in a discreet and appropriate manner.

Personal mobile phones must **not be used in the presence of pupils**, except where specifically permitted under the provisions of this policy.

During lessons and when working directly with pupils, personal mobile phones must:

- be switched off or placed on silent;
- be stored securely, for example in a locked drawer/cupboard or designated storage area;
- not be visible or left on desks; and
- not be used for personal communication.

The school accepts no responsibility for the loss, theft or damage of personal mobile phones brought onto school premises.

5.2 Emergencies

The school recognises that staff may occasionally need to be contactable due to urgent personal circumstances.

In an emergency, for example where a staff member needs to contact a child, their school or a seriously ill family member, the staff member may use their personal mobile phone during contact time **only with prior approval from a member of the Senior Leadership Team (SLT), wherever practicable.**

Staff should ensure that families and other relevant contacts have the school's main office number:

01793 729740

Where possible, urgent personal matters should be managed through the school office.

5.3 Contact with Parents and Carers

When communicating with parents or carers in relation to school business, staff should use the school's telephone system or other approved school communication systems wherever possible.

Staff must not use personal mobile phones to communicate with pupils or parents unless this has been specifically authorised by the school.

5.4 Safeguarding and Inappropriate Communication

Staff must never send, receive, store or share inappropriate messages, photographs or other material involving colleagues or pupils.

Any concern or incident involving inappropriate communication, images or content must be reported immediately to the **Designated Safeguarding Lead (DSL)** or Headteacher in accordance with the school's safeguarding procedures and the Trust's Code of Conduct.

5.5 Educational Visits and Residential

During educational visits and residential trips, staff may use personal mobile phones where necessary for appropriate communication, including contacting parents or carers where authorised.

Staff must **not use personal devices to photograph or record pupils.**

All photographs or recordings of pupils must be taken using school-issued devices, such as school iPads/school phone and in accordance with school safeguarding and data protection procedures.

Photographing or recording a child's injuries on a personal or school device is **strictly prohibited**. Any injury or safeguarding concern must instead be dealt with in accordance with the school's established procedures.

5.6 Smartwatches

Staff may wear smartwatches while working.

However, when teaching or working directly with pupils, only basic timekeeping functions may be used.

Messaging, recording, photography, internet access and other smart functions must not be used while working with pupils.

6. Pupil Policy

6.1 Bringing Mobile Phones and Smart Devices to School

Pupils are not normally required to have a mobile phone or smart device in school.

Where a pupil needs to bring a mobile phone or smart device to school, the device must be handed to the class teacher or another designated adult upon arrival.

Devices will be turned off and securely stored in a locked cupboard in the classroom from **8:30 a.m.**
All devices should be clearly labelled with the pupil's name so that they can be readily identified.
At the end of the school day, a designated adult will hand out the phones. For any children doing after school club, an adult will give the mobile phones to a member of staff for them to keep safe until the child goes home.

6.2 Responsibility for Personal Devices

Parents and carers should be aware that pupils bring mobile phones and smart devices onto school premises at their own risk.

Tadpole Farm Primary Academy does not accept responsibility for the loss, theft or damage of personal mobile phones or smart devices brought onto school premises.

6.3 Unauthorised Use

Pupils must not use mobile phones or smart devices during the school day unless specifically authorised by a member of staff.

If a pupil is found using a mobile phone or smart device during the school day:

1. The device will be confiscated.
2. The device will be passed to a member of the Senior Leadership Team.
3. The pupil's parent or carer will be informed of the inappropriate use.
4. The device will normally be returned to the pupil at the end of the school day.

Where there is repeated misuse, the school may require the device to be collected by a parent or other responsible adult.

The school reserves the right to withdraw the privilege of bringing a mobile phone or smart device onto school premises where a pupil repeatedly or seriously breaches this policy.

6.4 Photography, Filming and Recording

The use of a mobile phone or smart device to take photographs, videos or recordings of pupils, staff or other members of the school community without permission is prohibited.

Taking photographs or videos of pupils will be regarded as a **serious breach of this policy** and will be addressed in accordance with the school's Behaviour Policy and safeguarding procedures.

Where inappropriate images have been taken, the school may require the images to be deleted in the presence of a senior member of staff, where appropriate and safe to do so.

Any safeguarding concern arising from images, recordings or online activity will be dealt with in accordance with the school's safeguarding procedures.

6.5 Communication During the School Day

Pupils and parents/carers should not use personal mobile phones to communicate with each other during the school day.

Where a pupil needs to contact a parent or carer, or a parent/carers needs to contact their child, communication should take place through the **school office** using the school's established procedures.

7. Parents, Carers, Visitors, Volunteers and Governors

Parents, carers, visitors, volunteers and governors are expected to model appropriate and responsible use of mobile phones and smart devices while on school premises.

Mobile phones must not be used in the presence of pupils anywhere within the school building, except where specifically authorised by the school.

Visiting adults must not use personal mobile phones or other electronic devices to:

- photograph pupils;
- record pupils;
- make video recordings of pupils; or
- otherwise capture images or recordings of pupils,

anywhere on the school site or while accompanying pupils on educational visits, trips or at sporting fixtures.

7.1 School Events

There may be occasions when parents and carers are permitted to take photographs or videos at school events, such as:

- celebration events;
- school plays;
- performances; and
- sports days.

The school will clearly advise parents and carers when photography or recording is permitted at a particular event. Where photography or filming is permitted, parents and carers should:

- photograph or record their own child only wherever possible;
- respect the privacy of other children and families;
- follow any instructions provided by the school; and
- not share photographs or recordings of other pupils on social media or with other individuals.

Parents and carers are responsible for any images or recordings they take and should be aware of their responsibilities in relation to the use and sharing of such material.

8. Safeguarding and Data Protection

The inappropriate use of mobile phones and smart devices can create significant safeguarding and data protection risks.

The school will take seriously any use of a device that:

- compromises the privacy or dignity of another person;
- involves inappropriate photography or filming;
- facilitates bullying, harassment or intimidation;
- involves inappropriate communication;
- exposes pupils to harmful or inappropriate content;
- breaches confidentiality; or
- otherwise places a pupil or member of the school community at risk.

Any safeguarding concern involving a mobile phone or smart device must be reported to the DSL or Headteacher in accordance with the school's safeguarding procedures.

Where appropriate, incidents may also be dealt with under the school's Behaviour Policy, Staff Code of Conduct or other relevant school or Trust procedures.

9. Loss, Theft or Damage

Personal mobile phones and smart devices are brought onto school premises at the owner's risk.

The school does not accept responsibility for any loss, theft or damage to personal devices belonging to pupils, staff, parents, carers, visitors or volunteers.

Pupils who bring devices to school must follow the school's storage arrangements at all times.

10. Breaches of this Policy

Breaches of this policy will be dealt with proportionately and in accordance with the individual's role and the nature and seriousness of the incident.

For pupils, breaches may be dealt with under the school's Behaviour Policy.

For staff, concerns may be addressed under the Staff Code of Conduct, safeguarding procedures or relevant disciplinary procedures.

For parents, carers, visitors and volunteers, the school may ask an individual to stop using a device, remove themselves from the premises or take other appropriate action where necessary to safeguard pupils and staff.

Serious incidents involving safeguarding, inappropriate images, harassment or other potentially harmful activity may be referred to the appropriate external agencies where required.

11. Communication and Review

The school will ensure that the expectations contained within this policy are communicated clearly to pupils, staff, parents, carers and visitors.

This policy will be reviewed regularly to ensure that it remains appropriate in light of changes in technology, safeguarding requirements and school practice.

Any questions or concerns regarding this policy should be directed to the **school office** or a member of the **Senior Leadership Team**.

School Office: 01793 729740

Approved by: _____

Date: _____

Review Date: _____