



Brackley Church of England Junior School

'We are a Caring, Celebratory, Courageous, Christ-inspired, Community rooted in Love.'

Mobile Phones & Smart Watches Policy

Policy Ownership	Curriculum Committee
Statutory Requirement	No
Date reviewed by committee	November 2025
Adopted by Full Governing Body	Delegated to committee
Policy Review Date	November 2027

"Life in all its fullness"



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Mobile Phones & Smart Watches Policy

Rationale

At Brackley CE Junior School, we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff alike.

Our policy aims to:

- Promote and set an example for safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, parents, visitors and staff.
- Support the school's other policies, especially those related to child protection and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, such as, but not limited to:

- Risk to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss of damage
- Inappropriate use of technology in the classroom
- Bullying and cyberbullying

Relevant Guidance

This policy meets the requirements of the Department for Education's non-statutory [mobile phone guidance](#) and [behaviour guidance](#). Further guidance that should be considered alongside this policy is [Keeping Children Safe in Education](#).

Roles and responsibilities

Staff

All staff (including teachers, teaching assistants and supply staff) are responsible for **consistently** enforcing this policy. Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy. The Headteacher and Deputy Headteacher are responsible for monitoring the policy every two years, reviewing it, and holding staff and pupils accountable for its implementation. Staff will address any questions or concerns from parents/ carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

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Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present. Use of personal mobile phones must be restricted to non-contact time and to areas of the school where pupils are not present, such as the staffroom.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance, but not exclusively:

- For emergency contact by their own child or their child's school
- In the case of acutely ill dependents or family members

The member of staff must speak with the headteacher first who will then decide on a case-by-basis whether to allow for special arrangements. In the headteacher's absence, the deputy headteacher must be spoken with.

If special arrangements are not deemed necessary, school staff can use the school office number (01280 707060) as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

(Please see our school's data protection policy for further guidance.)

Safeguarding

Staff must not give their personal contact details to parents/ carers or pupils, including connecting through social media and messaging apps. Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/ carers or pupils. Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/ school trip/ activity, this must be done using school equipment such as a school ipad.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/ carers unless they are able to hide their Caller ID. If necessary, contact must be made via the school office.

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day. Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes. We recognise, however, that for our Year 5 and 6 children who may walk to and from school without an adult (See our Safeguarding Pupils Drop Off and Collection Policy) a mobile phone can offer peace of mind to parents/ carers that their child has arrived at school/ at home safely.

To find a compromise between the DfE guidance and parents/ carers seeking assurances, we therefore have the following systems in place:

- Children in Y5 and Y6 only may bring a mobile phone to school once their parent has completed and signed our Mobile Phone Safeguarding Agreement.
- Mobile phones will be kept in a locked cabinet in the school office throughout the school day and returned to classrooms at 3pm.
- Phones are to be turned off prior to entering the school grounds and must not be turned on again until your child has left the school grounds.
- Any phones found on children during the day will be confiscated and parents/ carers will be notified of the confiscation and asked to come in and collect them.
- If a child in Year 3 or Year 4 is found to have brought a mobile phone into school, this will also be confiscated and an adult called to come and collect it.

Use of smartwatches by pupils

The DfE's [non-statutory mobile phone guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy. Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches also have wellness and health-related features.

We take the use of smartwatches as seriously as the use of a mobile phone. Smartwatches which can send and receive text and voice messages, make calls or take photos are **not** permitted in school. If a child is found to be wearing one which has any of these functions, it will be confiscated

and stored securely with the mobile phones and a phone call made home. If a child in either Year 3 or Year 4 is found to be wearing one, it will be confiscated and a parent will be called to collect it.

Safeguarding

Under sections 91 and 94 of the Education and Inspections Act 2006, schools are permitted to confiscate mobile phones and devices with smart technology from pupils.

Appropriate sanctions will be actioned for any pupil who breaches the school's policy or if inappropriate usage is suspected by a member of staff.

The DfE's guidance on searching, screening and confiscation also states that staff may search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains inappropriate images, or if it is being/ has been used to commit an offence or cause harm to another person).

The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Use of mobile phones by parents/carers, volunteers and visitors

Parents/ carers, visitors and volunteers (including governors and contractors) must adhere to this policy in the same way that it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in classrooms or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/ carers or volunteers supervising school trips or supporting with PTFA events must not:

- Use their phone to contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil

Parents/carers or volunteers supervising school trips or supporting with PTFA events are also responsible for enforcing the school's policy for pupils using their phones, as set out above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/ carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

Loss, theft or damage

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. At the time of handing their phone into their teacher (should the parent have signed the agreement and they bring it to school) the phone must be switched off. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.