The Hayes Primary School

Mobile Phone and Smart Device Policy

Reviewed: October 2026
Next Review: October 2028
Approved By: The Board of Governors

1. Policy Statement

At The Hayes Primary School, we are committed to providing a calm, safe, purposeful and distraction-free learning environment where children can thrive academically, socially and emotionally.

This policy reflects the statutory guidance from the DfE, which states clearly that schools should be mobile phone-free environments by default and that pupils should not have access to mobile phones throughout the school day except in exceptional circumstances.

The school recognises that some parents may want their child to have a mobile phone when travelling to and from school. However, bringing a phone onto the school site is a privilege, not a right, and will only be permitted where explicit authorisation has been granted by the Headteacher or a designated member of the Senior Leadership Team (SLT).

2. Aims

This policy aims to:

- Safeguard all pupils.
- Promote children's wellbeing.
- Minimise distractions to learning.
- Reduce opportunities for cyberbullying and misuse of technology.
- Support positive behaviour and engagement.
- Ensure compliance with safeguarding expectations and DfE guidance.

3. General Principles

Year 4 and Below

Children in Reception to Year 4 are not permitted to bring a mobile phone to school unless required as a reasonable adjustment under the Equality Act 2010 or for an authorised medical need.

Year 5 and Year 6

Children in Years 5 and 6 may only bring a mobile phone to school where:

- A parent/carer has completed the Mobile Phone Permission Request Form.
- The school has approved the request.
- Written permission has been granted by the Headteacher or a member of the Senior Leadership Team.

Permission may be refused where the reasons provided are not considered sufficient or where alternative arrangements can reasonably be made.

4. Expectations for Approved Phone Users

Where permission has been granted:

Before Entering School

- The phone must be switched off before the child enters through the school gates.
- The phone must remain switched off for the duration of the day.

On Arrival

- The phone must be handed directly to the class teacher (Year 6) at the beginning of the school day or to the school office (Year 5).
- Phones will be stored by staff in a designated container for mobile phones.

During the School Day

- Phones must remain switched off at all times.
- Phones will not be accessible during lessons, break times, lunchtimes or before/after-school activities taking place on the school site.
- Phones must never be used for photographs, videos, messaging, internet access, gaming or social media.
- Phones may not be brought on school trips or to school events outside of school hours such as extra-curricular clubs, music concerts or school discos.

End of the School Day

- Phones will be returned to pupils at the end of the school day.
- Phones must remain switched off until the pupil has left the school grounds.
- Phones may only be switched on once the child has exited the school gates.
- Should a child need to contact their parent/carer before leaving, they can do so by reporting to the school office where a staff member will use school phones for the communication.

The use of staff mobile phones and personal devices is governed by the Staff Code of Conduct and Acceptable Use Policy.

School Grounds

Mobile phones must not be switched on or used anywhere on the school site unless a member of staff has given specific permission.

5. Smart Watches and Similar Devices

Smart watches or **any devices** capable of recording, storing, transmitting or receiving data, images, audio, video or internet-connected information, either directly or through another device will be treated under the same expectations as mobile phones.

Smart watches and similar devices are not permitted at The Hayes Primary School.

6. Confiscation and Sanctions

The school reserves the right to confiscate any phone that is:

- Seen on school premises (apart from when it is being handed in or collected).
- Heard ringing or receiving notifications.
- Used without permission.
- Used in breach of this policy.
- Brought to school without authorisation.

The DfE confirms that schools have the power to confiscate mobile phones as a disciplinary sanction and may retain them for a proportionate period of time.

Where a phone is confiscated:

First Incident

- The phone may be retained until a parent/carer collects it.

Repeated Incidents

The school may:

- Withdraw permission for the child to bring a phone to school.
- Retain the phone for a reasonable and proportionate period, up to five school days
- Apply behaviour sanctions in line with the Behaviour Policy.

The Headteacher's (or deputy/assistant headteacher's) decision regarding the withdrawal of permission will be final.

7. Searching and Safeguarding

Authorised staff may search a pupil or their possessions where there are reasonable grounds to suspect they are in possession of a prohibited item in accordance with current DfE Searching, Screening and Confiscation guidance

The DfE advises that mobile phones may be identified within school behaviour policies as items that can be searched for.

Where misuse raises safeguarding concerns, staff will follow the school's safeguarding procedures and consult the Designated Safeguarding Lead (DSL).

Parent and Visitor Use of Mobile Phones

The school recognises that parents, carers and visitors may need to use mobile phones whilst on the school site. We ask all adults to use mobile devices responsibly and with consideration for the privacy, dignity and safeguarding of all children and members of the school community. Photographs, videos or audio recordings should not be taken on school premises without the permission of the school and the individuals concerned. Any images or recordings taken must not be uploaded, shared or published on social media, websites or other online platforms without the express consent of the individual concerned or, where the individual is under 18 years of age, the consent of their parent or carer. Anyone with concerns regarding the use of a mobile device should report them to a member of staff. The school reserves the right to take appropriate action where the use of a mobile device is considered to compromise the safety, privacy or wellbeing of others.

8. Educational Visits and Residential Visits

The school prohibits the use of mobile phones on educational visits and residential trips.

The DfE advises schools to ensure pupils' educational experiences are not disrupted by mobile phone use during educational visits.

9. Tracking Devices on School Trips

To protect all children and staff, pupils must not bring personal tracking devices on school trips, including:

- Apple Air Tags
- GPS trackers
- Smart tags
- Similar location-tracking devices

The school understands that parents wish to feel reassured about their child's safety. However, personal tracking devices can create safeguarding concerns because:

- They may reveal the location of groups of children.

- They can compromise the privacy and security of pupils and staff.
- They may result in unauthorised monitoring of adults caring for children.
- They can create unnecessary safeguarding risks if location data falls into the wrong hands.
- They may cause concern where location updates are delayed or inaccurate.

The school has robust safeguarding, risk assessment and supervision procedures in place for all educational visits and parents will be informed of arrangements before and during visits where appropriate.

Any tracking device found during a trip will be removed and returned to parents following the visit.

10. Reasonable Adjustments and Exceptional Circumstances

The school recognises its duties under the Equality Act 2010 and requirements relating to pupils with medical conditions.

Where the use of a mobile device forms part of a reasonable adjustment, medical need or agreed support plan, appropriate arrangements will be agreed on an individual basis.

11. Responsibility for Personal Property

Bringing a mobile phone or other electronic device onto school premises is done entirely at the owner's risk.

Whilst the school will take reasonable steps to ensure that any authorised devices handed to staff are stored securely, the school accepts **no liability for the loss, theft, damage or malfunction** of any mobile phone, smart watch, tracking device or other personal electronic equipment brought onto the school site.

Parents and carers should carefully consider whether it is necessary for their child to bring such devices to school.

The school's agreement to permit a child to bring a mobile phone onto the premises should not be interpreted as the school accepting responsibility for that device.

Parents and carers are strongly advised to ensure that:

- Appropriate insurance cover is in place where necessary.
- Devices are clearly labelled.
- Expensive devices are not brought to school unless absolutely essential.

Where a device is confiscated in accordance with this policy and stored appropriately by school staff, the school will not be held responsible for any accidental loss or damage.

12. Online Behaviour and Withdrawal of Phone Permission

At The Hayes Primary School, we expect all pupils to demonstrate our school values and follow our school rules of being **Respectful, Safe and Ready to Learn**, both within school and when engaging with others online.

Where a pupil is found, on the balance of probabilities, to have used technology, social media, messaging services or online platforms to:

- Bully, intimidate or harass another person;
- Share unkind, offensive or inappropriate content;
- Deliberately exclude, threaten or target another child;
- Cause significant upset, distress or safeguarding concerns through online behaviour;

the school may determine that the pupil has demonstrated an inability to use digital technology responsibly and safely.

As permission to bring a mobile phone onto the school site is a privilege rather than a right, the Headteacher or Deputy Headteacher may withdraw that permission where a pupil's online behaviour gives cause for concern.

As we take our responsibility to safeguard children online very seriously, in most cases, this will result in permission to bring a mobile phone to school being withdrawn for up to one academic year.

Before making such a decision, the school will consider:

- The age and understanding of the child;
- Any special educational needs, disabilities or vulnerabilities;
- The severity and impact of the incident;
- Whether the behaviour has been repeated;
- Any safeguarding concerns;
- The individual circumstances of the pupil and family.

The Headteacher's decision regarding permission to bring a mobile phone onto the school site will be final, unless exceptional circumstances arise.

Parents should note that withdrawal of permission to bring a phone to school does not prevent a child attending school and does not remove the school's responsibility to support the pupil in learning how to use technology safely, responsibly and respectfully.

13. Monitoring and Review

The Headteacher and Governing Body will review this policy every two years (or sooner if required) to ensure it remains compliant with:

- DfE guidance

- Behaviour in Schools guidance
- Keeping Children Safe in Education
- Equality legislation
- Safeguarding requirements

Request to Bring a Mobile Phone to School (Years 5 and 6 Only)

Child's name:	**Child's class:**
Parent/Carer name:	**Contact number:**

Reason for Request

Please explain in detail why you believe your child ***needs*** to bring a mobile phone to school.

Please include:

- Travel arrangements (may vary depending on day of the week)
- Distance travelled/ time taken/ who with
- Safety considerations
- After-school arrangements
- Any other relevant information
- Any alternative considerations that could be used other than a phone

Parent Declaration

I understand that:

□ Permission is granted at the discretion of the school.

□ My child must switch their phone off before entering the school gate.

□ My child must hand their phone to their class teacher immediately upon arrival in class or to the school office if Year 5.

□ The phone will remain switched off throughout the school day.

□ The school accepts no responsibility for loss, theft or damage.

□ Staff may confiscate the phone if school rules are breached and have the right to retain it for a reasonable and proportionate period, up to five school days.

□ Confiscated phones may only be returned only to a parent/carer.

□ Repeated breaches may result in permission being withdrawn.

□ My child may not use the phone on the school site unless authorised by a member of staff.

Parent/Carer signature:	**Date:**
School decision:	**Approved/not approved:**

Reason:

SLT signature:	**Date:**