FRIEZLAND PRIMARY SCHOOL

Mobile Phones and Smart Technology Policy

Mobile phone free throughout the school day

Date Written / Reviewed	September 2026
Date of Next Review	September 2027
Headteacher	*S Carver*
Chair of Governors	*J Goodwin*

This policy should be read alongside the Safeguarding and Child Protection Policy, Behaviour Policy, Online Safety Policy, Staff Code of Conduct, Acceptable Use Policy, Data Protection Policy and Educational Visits Policy.

1. Purpose and statutory basis

Friezland Primary School is a mobile phone-free environment throughout the school day. Pupils do not have access to a mobile phone or similar smart technology during lessons, the time between lessons, breaktimes or lunchtime. Any exception must be necessary, individual, agreed in advance and managed so that it does not undermine safeguarding, learning or the school's expectations.

This policy reflects Keeping Children Safe in Education 2026, including its whole-school approach to safeguarding, online safety and mobile phone policy requirements. It also has regard to the Department for Education's statutory guidance Mobile phones in schools, which schools should follow from 1 September 2026.

The policy protects pupils from distraction, disruption, cyberbullying, harmful content, inappropriate contact, unauthorised recording and the making or sharing of images. It also sets clear expectations for adults so that practice is consistent and professionally safe.

2. Scope and definitions

This policy applies to pupils, staff, volunteers, governors, visitors, contractors, parents and carers while on the school site or taking part in school activities.

In this policy, mobile phone includes any personal device that can communicate, connect to mobile data or Wi-Fi, send or receive notifications or messages, or record audio, images or video. This includes smartphones, internet-enabled watches, smart glasses and similar wearable or communication technology.

School-owned and school-managed devices used for an authorised educational or operational purpose are covered by the school's Acceptable Use, Online Safety and Data Protection arrangements.

3. Friezland policy position

- The school is mobile phone-free for pupils throughout the school day by default.
- Pupils may bring a phone to school only with prior permission from the Headteacher and written parental consent, normally where it supports safe travel to and from school.
- Any permitted phone must be switched off and handed in immediately on arrival. The pupil must not retain or access it during the school day.
- Internet-enabled or communication-enabled smart watches are not permitted unless an individual exception has been agreed under section 6.
- Personal gaming devices, music players and other personal entertainment devices are not permitted in school.
- The school office remains the route for urgent contact between parents and pupils during the school day.

4. Roles and responsibilities

4.1 The Governing Board

- Approves this policy and assures itself that it reflects statutory guidance and the school's safeguarding duties.
- Monitors whether the policy is understood, applied consistently and reviewed when guidance or school practice changes.
- Ensures that related policies, including the Behaviour Policy and Staff Code of Conduct, contain compatible expectations.

4.2 The Headteacher

- Has overall responsibility for implementation and decides how the mobile phone-free environment operates at Friezland.
- Decides requests for pupils to bring phones and agrees any individual exception or reasonable adjustment with appropriate advice.

- Makes sure staff, pupils and parents understand the arrangements and that breaches are handled lawfully and proportionately.
- Authorises any staff member who may conduct a search in accordance with the law and the school's Behaviour Policy.

4.3 The Designated Safeguarding Lead

- Advises on safeguarding concerns involving devices, online activity, images, messages or contact.
- Ensures concerns are recorded and managed under the Safeguarding and Child Protection Policy.
- Provides advice when an exception is requested because of a pupil's vulnerability, home circumstances, caring responsibility or welfare needs.

4.4 All staff

- Apply the policy consistently and calmly.
- Report safeguarding concerns promptly to the DSL or a deputy.
- Model the expectations in section 9 and do not use a personal phone for personal reasons in front of pupils.
- Do not take photographs, video or audio recordings of pupils on a personal device.

4.5 Pupils and parents

- Pupils follow the hand-in arrangements and report misuse or online concerns to a trusted adult.
- Parents support the policy, discuss safe and responsible phone use at home and use the school office for contact during the school day.
- Parents tell the school promptly if their child's circumstances may require an individual exception.

5. Pupil arrangements at Friezland

5.1 Permission to bring a phone

There is no routine need for a primary-age pupil to have a mobile phone in school. A parent who believes their child needs to bring one for the journey to or from school must request permission from the Headteacher and complete the consent form in Appendix 1. Permission may be reviewed or withdrawn if the arrangements are not followed.

5.2 Handing in and secure storage

- The phone must be switched off before the pupil enters the school building.
- At the start of the day, the pupil must hand the phone to the adult in Class 4. It will be stored securely and must not remain in the pupil's bag, pocket or possession.
- Where a pupil attends Frosties before school, Frosties staff will hold the phone securely until it is transferred into the school-day arrangement.
- The phone will be returned at the end of the school day. Where the pupil attends Frosties after school, it will remain securely stored and be returned at collection.
- The phone should be clearly marked so that it can be identified without accessing the device.

5.3 Access during the day

A pupil must not access, switch on or use a personal phone or smart device during the school day. This includes using it to call, message, browse, record, photograph, play games, listen to audio, connect to another device or receive notifications.

5.4 Contact during the school day

If a parent needs to contact their child urgently, they should telephone the school office. Staff will pass on a message or arrange appropriate contact. In an accident or emergency, the school will contact the pupil's parents or emergency contacts.

6. Individual exceptions and reasonable adjustments

The school will consider each request on its own facts and will meet its legal duties. An exception may be needed for a disabled pupil, to support a medical condition, or because of other significant individual circumstances such as a young carer responsibility or a safeguarding need.

Where phone access is necessary to manage a medical condition, including technology linked to medical monitoring, the school will agree arrangements through the pupil's individual healthcare plan or another written plan. A necessary medical use will not be prevented.

An agreed exception will specify:

- the reason and evidence for the exception;
- the specific function for which the device may be used;
- the times, location and level of supervision;
- how the device will otherwise be stored;
- who needs to know and any confidentiality requirements; and
- when the arrangement will be reviewed.

An exception permits only the agreed use. All other restrictions continue to apply.

7. Breaches, confiscation and searching

A phone or smart device that is seen, heard, accessed or used contrary to this policy will normally be confiscated. Staff will explain the reason, record the action where required, store the device securely and arrange return in line with the Behaviour Policy. A parent may be required to collect the device from the school office.

Any sanction will be reasonable and proportionate. Staff will consider the pupil's age, SEND, disability, medical needs, vulnerability, the nature of the breach and whether the incident suggests a safeguarding concern. Repeated or serious misuse may result in permission to bring a phone being withdrawn and further action under the Behaviour Policy.

A search of a pupil or their possessions will only be conducted by the Headteacher or an authorised member of staff, where lawful grounds exist and in accordance with the school's Behaviour Policy and the current Department for Education guidance on searching, screening and confiscation. Staff will not search a device merely because it has been handed in for safekeeping.

8. Safeguarding concerns and device content

Misuse may include cyberbullying, threatening or discriminatory messages, harassment, grooming, exploitation, inappropriate contact, access to harmful or illegal content, or the making or sharing of nudes or semi-nudes, including AI-generated or altered images. Technology-related harm may occur online and offline at the same time.

Where a breach may indicate that a child is suffering, or is at risk of, harm, staff must stop treating it only as a behaviour matter and report it immediately to the DSL or a deputy. The DSL will decide the safeguarding response, including whether parents, children's social care, the police or another agency should be involved.

Staff must not routinely inspect a pupil's messages, photographs, recordings or accounts. They must not copy, forward, save or deliberately view suspected nude or semi-nude imagery. The device should be secured, the circumstances preserved, and advice obtained immediately from the DSL. Any examination or deletion of data will only take place where lawful, necessary and in accordance with current guidance.

A pupil who needs to show staff material in order to report an online concern will be supported to do so safely. Access for this purpose will be supervised by the DSL or another appropriate member of staff.

9. Staff use of mobile phones and personal devices

- Personal phones must be on silent and stored securely, out of sight, while staff are working with or supervising pupils.
- Staff must not use a personal phone for personal reasons in front of pupils during the school day. Personal use should be limited to breaktimes in staff-only areas.
- A device may be used briefly for an authorised operational purpose, such as multi-factor authentication, or in an emergency. Where personal access is needed because of an urgent family matter, the member of staff should notify the Headteacher or another senior leader.
- Staff must never photograph, film or record a pupil using a personal device. There is no routine exception to this rule.
- Staff must not give a personal telephone number to pupils or use personal messaging or social media accounts to communicate with pupils.
- Communication with parents must use approved school systems and accounts. Staff should not contact parents directly from a personal number during visits or school activities; the school office or school-owned mobile should be used.
- Personal devices brought onto the premises must be passcode-protected and must not contain or display illegal or inappropriate material.

A concern about an adult's use of a phone or device must be reported under the Staff Code of Conduct, low-level concerns procedure, allegations procedure or whistleblowing arrangements, as appropriate.

10. Visitors, contractors, parents and carers

- Visitors and contractors must keep personal devices on silent and out of sight in areas where pupils are present. They must not photograph, film or record pupils unless this has been expressly authorised and supervised by the school.
- School photographers and media visitors will be managed through the school's visitor, consent and supervision arrangements.
- The school will state the photography arrangements for performances, assemblies, sports events and other occasions. Where photography is permitted, parents may record their own child for personal use but must not post or share identifiable images of other children without the permission of their parents.
- Mobile devices must never be used in toilets, changing areas or any situation where privacy and dignity could be compromised.
- Anyone who needs to make or take an urgent call should ask a member of staff where they may do so away from pupils.

11. School-owned devices, images and recordings

- Only school-owned or school-approved devices may be used to photograph, film or record pupils for an authorised purpose.
- The school will use images in accordance with its privacy information, parental permissions and safeguarding arrangements.
- Images and recordings must be uploaded promptly to the approved secure school system and removed from the capture device when no longer required there.
- School devices must use approved accounts, access controls, filtering and monitoring. Staff must not transfer pupil information to personal accounts, personal cloud storage or personal devices.
- Any loss, compromise or suspected data breach involving a device must be reported immediately to the Headteacher and the school's data protection lead.

12. Educational visits and activities outside the normal day

Pupils must not bring personal phones or smart devices on school visits or outings unless the Headteacher has agreed a specific exception. Risk assessments and visit information will state the communication arrangements. Staff will use the school-owned mobile or the school office route to contact parents.

For residential visits or activities outside the normal school day, the Headteacher will decide whether phones are prohibited or restricted. Any arrangement will protect the educational purpose of the visit, privacy, safeguarding and pupils' opportunity to rest and participate fully.

13. Loss, damage, security and data protection

A personal device remains the responsibility of its owner. The school will take reasonable care of a device handed in or lawfully confiscated but does not accept responsibility for ordinary loss, theft or damage unless liability arises in law. Parents should arrange any insurance they consider necessary.

Personal data obtained or recorded under this policy will be limited to what is necessary and handled in accordance with the school's Data Protection Policy and retention arrangements. Safeguarding records will be stored securely and shared only with those who need the information.

14. Communication, education and monitoring

- The policy will be published and explained to staff, pupils and parents. New staff, volunteers and relevant contractors will receive the expectations as part of induction or briefing.
- Pupils will be reminded of the rules and consequences at the start of each academic year and when needed during the year.
- Through the curriculum and wider safeguarding education, pupils will learn about safe and responsible technology use, cyberbullying, privacy, harmful content, online contact, image sharing and how to report a concern.
- The Headteacher and DSL will monitor incidents, exceptions and recurring concerns. Findings will inform safeguarding, behaviour, online safety education and policy review.

15. Complaints

A parent or carer who is concerned about the application of this policy should raise the matter with the Headteacher in the first instance. If the concern is not resolved, the school's Complaints Procedure should be followed.

16. Review

This policy will be reviewed annually and sooner if statutory guidance, legislation, technology, safeguarding risks or the school's arrangements change. The Governing Board may require an earlier review where monitoring identifies inconsistent practice or a need to strengthen controls.

References and supporting guidance

- Department for Education, Keeping Children Safe in Education 2026, especially paragraphs 119 to 125 and 164 to 170.
- Department for Education, Mobile phones in schools, statutory guidance updated 29 June 2026 and to be followed from 1 September 2026.
- Department for Education, Behaviour in schools.
- Department for Education, Searching, screening and confiscation at school.
- UK Council for Internet Safety, Sharing nudes and semi-nudes: advice for education settings working with children and young people.

Appendix 1 Parent request and consent for a pupil to bring a phone

A parent should complete this form only where their child needs to bring a phone for the journey to or from school. Permission is not automatic and the Headteacher will confirm the decision.

Pupil name	
Year group	
Reason the phone is needed for travel	
Days on which the phone will be brought	
Parent or carer name	
Signature	
Date	

Parent or carer agreement

I understand and agree that:

- the phone will be switched off and handed to the adult in Class 4 at the start of the school day, or to Frosties staff where my child attends before school;
- my child will not have access to the phone during the school day;
- the phone must be clearly identifiable and the school does not accept responsibility for ordinary loss, theft or damage unless liability arises in law;
- the phone may be confiscated and I may be required to collect it if the policy is breached; and
- permission may be reviewed or withdrawn if the arrangements are not followed.

Headteacher decision	Approved / Not approved
Any conditions	
Date permission begins	
Review date	
Headteacher signature	

Appendix 2 Individual exception record

Use this record where a pupil needs limited access to a phone or smart device during the school day because of disability, medical need, safeguarding, caring responsibility or another significant individual circumstance.

Pupil name and year group	
Reason for the exception	
Evidence considered	
Permitted device and function	
Permitted times and location	
Supervision arrangements	
Storage at all other times	
Staff who need to know	
Date agreed	
Review date	
Headteacher signature	

This exception permits only the use recorded above. All other requirements of the Mobile Phones and Smart Technology Policy continue to apply.