

Chevening (St Botolph's) CE Primary School



Mobile Phone & Smart Technology Policy

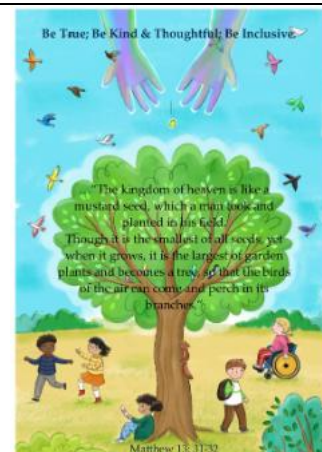
Rooted in the parable of the Mustard Seed

Chevening's vision is to be a place of nurture and growth for every child, our school family and the wider world

At Chevening all can find shelter, strength and purpose through God's love and Christ's teachings. We seek to see everyone flourish spiritually, socially and academically.

We will achieve this by being:

- ◊ True to Christ and His teachings
- ◊ Known for kind and thoughtful actions and attitudes
- ◊ Inclusive in serving, sharing and showing God's love to benefit all.



Our school is a nurturing school; our policy is also developed in line with the six principles of Nurture reflecting the school's understanding that:

Children learn developmentally; The classroom is a safe base for every child; Nurture is important to the development of well-being; Language is a vital means of communication; All behaviour is communication; Transition marks important stages in a child's life;

Approved by: SLT **Date:** 29.01.26

Last reviewed on: January 2026

Next review due by: January 2028 by SLT

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1. Introduction and aims

At Chevening (St Botolph's) Primary School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use by adults
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies and procedures, 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:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar technology, including 'smart' devices that can track and record: air/android tags, fitness/health trackers, smart watches, glasses, etc.

2. 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](#) and the January 2026 letter from The Secretary of State for Education.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff 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 SLT 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 and smart technology devices.

3.2 Governors

SLT will update Governors at Learning and Development Committee on matters linked to this policy.

4. Use of mobile phones/smart technology 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.

4.1 Personal mobile phones/smart technology

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone/smart technology devices, while children are present / during contact time. Use of personal mobile phones/smart technology must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom). In any emergency situation (off or on site) staff may use their personal mobiles phones to contact the school or emergency services, where there is no other available means.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance:

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

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01732 452895 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones/smart technology 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).

4.3 Safeguarding

As per the school's Code of Conduct, staff must ensure that their online presence / profile is compatible with their professional role. Employees are entitled to their private life but should be mindful that their online presence can be subject to public scrutiny. It is important that the wider community are confident that pupils are being educated by individuals who act in a professional and responsible manner online.

All Employees should:

- Ensure appropriate privacy settings are applied when using social media sites.
- Refrain from sharing confidential / privileged information, discussing incidents, operational or employment matters or making critical / negative comments about the School / pupils / parents or colleagues on such forums.
- Not browse, create, transmit, display, publish, comment on or forward any material / images which is illegal, could offend or harass or anything which could bring an Employee's professional role or the School / Local Authority into disrepute. For example, 'hate speech' - expressing unacceptable views related to protected characteristics such, as race, sex, disability, age or gender reassignment would be unacceptable.
- Never share / post images of pupils
- Not post images of work colleagues without permission.
- Not access or update social media sites using school devices / during working time

Employees should not make contact with student / pupils or parents via social media accounts or have these individuals as social media 'friends' / 'contacts'. It is also recommended that Employees do not have ex- pupils or their families as social media 'friends'/'contacts'.

Employees at schools can often have more complex relationships than just being a member of staff. As examples, staff can also be parents (of pupils at the school), in relationships or have friendships with other staff or parents, or also governors. Staff are advised to report any pre-existing social media relationships to the Headteacher for their own protection.

Employees should seek guidance from their Headteacher / Line Manager if they are unclear about the conduct or actions expected of them.

More detailed guidance on data protection can be found in the Online Safety and Acceptable Use Policies and Staff Code of Conduct.

4.4 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

See the school's Educational Visits Policy for more details. The school has mobile phones and iPads that are used for contact purposes off site.

If using personal mobile phones 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. If necessary, contact may be made via the school office or school mobiles.

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

4.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

In line with DfE's [non-statutory mobile phone guidance](#) Chevening (St Botolph's) CE Primary School says that pupils should not use mobile phones during the school day.

Children should not bring mobile phones or smart technology devices to school.

5.1 Use of smartwatches/devices by pupils

In line with DfE's [non-statutory mobile phone guidance](#) Chevening (St Botolph's) CE Primary School says that pupils should not use smart devices throughout the school day.

Children should not bring mobile phones or smart technology devices to school.

5.2 Exceptions for special circumstances

Chevening (St Botolph's) CE Primary School recognises that there are some circumstances when the general ban on mobile phones may need to be dis-applied:

- **Y6** children (with parents & Head Teacher's permission) to walk to/from school by themselves
- Young carers who need to be contactable
- Pupils with diabetes who use their phones to monitor their blood sugar

Such exceptional circumstances are considered on a case-by-case basis. To request such permission, parents/carers should contact the School Office to speak with the Head Teacher. The day-to-day management of the mobile phone will be determined by the Head Teacher, class staff and parents in advance and must be adhered to. See Section 7 for school's arrangements.

5.3 Sanctions

If a pupil is in breach of this policy, the Class Teacher must be informed straight away; the child should hand over the mobile phone/smart device to their class teacher and the issues should be investigated to understand the situation fully, before any sanction is given.

Possible sanctions:

- The mobile phones/smart device may be confiscated; (See [sections 91](#) and [94](#) of the Education and Inspections Act 2006)
- If confiscated by staff, they should be returned to the child's parent after the situation has been investigated and concluded. The time and process will be agreed by school and parent. Where there are repeat incidents, the Headteacher may confiscate mobile phones and similar devices for a proportionate period of time. (See further information in the [DfE's guidance on mobile phones in schools](#))
- Where appropriate, the school's Behaviour Policy and procedures may be applied.
- Where deliberate/repeated breaches have occurred, the school may decide, for safety/security reasons, to not include children or families who have breached the policy.

The [DfE's guidance on searching, screening and confiscation](#) explains why, how and when the school may need to search a child's book bag or rucksack. Ideally, this will be done away from the classroom and when parents are present, but circumstances may require a swifter response. The DfE guidance allows schools to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person). In such cases, the parents would be informed and other agencies may need to be involved.

In each case, 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](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile phones/smart technology by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as 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).
- Using any photographs or recordings for personal use only, and **not** posting on social media.
- Not using phones in lessons, 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 must not:

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

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 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.

7. Loss, theft or damage

Y6 Pupils (or other exceptions to the policy) who have parental & school permission to walk to/from school **AND** to bring a mobile phone for personal safety, must hand their mobile phone to their class teacher on arrival/at the start of the school day and collect them at the end of the school day. This is the pupil's responsibility.

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.

As well as being stated in this policy, this information is displayed in the School Office Porch.

Confiscated phones will be stored in the School/Head Teacher's Office in a locked cabinet.

Confiscated phones/devices become the responsibility of the school until collected. Lost phones should be returned to School Office. The school will then attempt to contact the owner.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Head Teacher, via the School Office, in a timely manner.

9. Appendix 1: Permission form allowing a pupil to bring their mobile phone to school

For Y6 children walking home/ to school – with Head Teacher and parents' permission. For exceptions to the general 'no mobiles or smart technology in school' rule.

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

The school has agreed to allow [pupil name] to bring his/her mobile phone to school because they:

- > Travel to and/or from school alone
- > Are a young carer
- > Need the phone to support their medical needs
- > Other exceptional circumstance:

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

10. Appendix 2: Template mobile phone information slip for visitors

Adults' use of mobile phones and smart devices in our school

- Please keep your mobile phone/smart device on silent/vibrate while on the school grounds.
- Please do not use phones where pupils are present. If you must use your phone, you may go to The School Office/Glass Room, or an area away from pupils.
- Do not take photos or recordings of pupils, or staff.
- Do not use your phone in lessons, or when working with pupils.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone/smart technology policy is available from the school office.

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