



Mobile phone and Smart Watch policy

We are an aspirational place where learners grow.
Our school is kind and happy and we respect and celebrate the differences in ourselves, our community and our world.
Our children become responsible, determined and independent citizens.

Approved by:	Headteacher	Date: December 2023
Last reviewed on:	November 2025	
Next review due by:	November 2026	

1. Introduction and aims

At Sutton in Craven CP School we recognise that mobile phones, including smart phones/watches, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone and smartwatch use
- Set clear guidelines for the use of mobile phones and smartwatches for pupils, staff, parents and volunteers
- 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 and smart watches in school, such as:

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

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, office staff, kitchen staff, caretaking & cleaning staff, support staff and supply staff) are responsible for 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 is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones and smart watches by staff

3.1 Personal mobile phones and smart watches

Staff (including teachers, office staff, kitchen staff, caretaking & cleaning staff, support staff and supply staff) should avoid using phones for personal use during the school day. Phones should be off/set to silent, and out of sight. Staff must not use mobile phones in a way that could disrupt the smooth running of the school, including during teaching time, meetings, or when supervising pupils. Personal mobile phone use should be restricted to breaks and non-contact time, and should take place away from pupils in designated staff areas such as the staff room.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. 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 must use the school office number 01535 633064 as a point of emergency contact.

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Two factor authentication for CPOMS can be facilitated by use of a mobile phone but no personal or confidential data should be viewed on a mobile phone.

For further detail you should refer to our school's data protection policy or ICT acceptable use policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents 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 or pupils.

(see ICT acceptable use policy)

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment. Each class has a device allocated for such use. These devices must remain in school unless agreed with the Headteacher in exceptional circumstances.

3.4 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 aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Two factor authentication

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 which could identify a pupil

Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

3.6 Sanctions

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

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

4. Use of mobile phones by pupils

Y5 and Y6 Pupils will be permitted to bring a mobile phone to school only with the written consent of their parent explaining why, for safety reasons, they are allowing their child to bring their mobile phone to school.

Examples of reasons why a pupil is allowed to bring a mobile to school, and in what circumstances, might include:

- Travelling to school by themselves
- Young carers who need to be contactable

Pupils who have written permission to bring their mobile to school must hand them to their class teacher on arrival. The mobile phones will be kept in the school office and then returned to the pupil at the end of the day - this may be after Roosters (after school club care).

Pupil mobile phones are not permitted on school trips.

Pupils must adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

A Google form spreadsheet will collate all permissions for children with Mobile Phones which will be managed and updated annually by the admin team in the school office.

4.1 Sanctions

Pupils who do not follow the expectations above will not be permitted to bring a mobile phone into school.

5. Use of mobile phones by parents, volunteers and visitors

Parents, 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 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 lessons, or when working with pupils

Parents, 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 or volunteers supervising school trips or residential visits must not:

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

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

Parents 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 his/her personal mobile during the school day.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled,

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. 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.

Lost phones should be returned to the school office. The school will then attempt to contact the owner.

7. 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 and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

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

<https://docs.google.com/forms/d/177rFsgRuKq5UfD3PtMuTFZBbdXm5ViYOJxplsL02UZo/edit>