



Mobile Phone and Wearable Technology Policy – Staff and Pupils

Date reviewed and approved by Headteacher: November 2025

Review period: 1 year or earlier if requested by Head Teacher

Next review due: November 2026

Model Policy  updated September 2025

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1. Introduction and Aims

It is widely recognised that many children and staff will have access to personal communication devices including mobile phones, smart phones and smart watches. Children using these devices are likely to have unlimited and unrestricted access to the internet via mobile networks such as 4G/5G, Airdropping and 'Nearby Share' (see Annex 1 for more details). For many these devices can provide security and reassurance; however, there are also associated risks. Safeguarding children within the school is paramount.

Effective guidance is in place to avoid the use of mobile, smart phone and smart watches causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

The terms 'phone' or 'mobile phone' in this guidance denotes mobile phones, smart phones, airpods, iPods, iPads, MP3 players, MP4 players and smart watches.

There is a separate section covering Air Tags.

The guidance aims to:

- Set out clear guidance for the use of mobile phones for staff (including supply staff), pupils and volunteers
- Set out clear guidance for visitors and contractors.
- Ensure robust safeguarding
- Support schools' other policies relating to child protection and behaviour

2. Staff Responsibilities

All staff (including teachers, support staff, and supply staff) may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present or likely to be present.

All staff:

- The school expects staff to lead by example and therefore should not make or receive personal calls, or texts (via mobile phone or smart watch), whilst children are present or during contact time.
- Staff (including volunteers and supply staff) should only use their mobile phones and smart devices for personal contact in designated areas such as a staff room.
- Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place and smart watches silenced during lesson times.

Safeguarding

- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.
- Staff should not share personal contact details through social media and messaging apps.
- Staff should regularly monitor and update their privacy settings on social media sites.
- Staff should never accept a 'friend request' or respond to any posts that may deliberately or inadvertently include them but inform their line manager or Senior Leader of the contact.
- Staff should never send to, or accept from colleagues or pupils, texts or images that could be viewed as inappropriate.
- Staff are not permitted to take photos or videos of pupils or anything else (e.g., voice recordings) that might identify the pupil.
- If photos or videos are being taken as part of the school curriculum or for promotional purposes, then school equipment must be used. Staff should not allow themselves to be photographed by a pupil(s).

Using a personal mobile for work purposes

In some circumstances, it may be appropriate for staff to use a personal mobile phone for work purposes. Where possible this should always be agreed with a line manager or Senior Leader in advance. Such circumstances may include, but are not limited to:

- Emergency evacuations (but must not be collected, store in the class first aid box to ensure it is available at these times)

- Parental contact in emergencies both during school time and on residentials (mobile phones setting that allow for the number not to be identified should be used)

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

3. Pupils

Mobile phones should not be brought to school on the grounds as they are valuable and may be lost or stolen.

- Pupils are dissuaded from bringing mobile phones to school.
- If it is deemed necessary for a pupil to bring a mobile phone to school, (e.g., in the case of older pupils because they travel to and from school independently), then the pupil hands their phone to their class teacher.
- Pupils should not use their mobile phone on school site.
- Pupils should not take unsolicited photos, or videos, of staff or other pupils.
- Pupils will not wear smart watches in school that are able to call, text or play games on (a FitBit to count steps on would be allowed to be worn).

We fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision. If a child needs to bring a phone into school for this reason the permission slip attached to this policy must be completed by the parent. Please refer to the Policy on Safeguarding Children walking to and from school alone and note that pupils in year 4 and below should not walk alone.

Children in year 4 and below should not bring mobile phones to school.

Process for pupil's mobile phones

- The phone must be turned off and handed in to the class teacher at the start of the day and collected at the end of the day. Phones should be clearly named to avoid any confusion.
- Where a pupil is found by a member of staff to be using a mobile phone or have an unapproved mobile phone in school, the phone will be confiscated from the pupil and handed to the class teacher. The teachers will label the phone with the child's name and hold it until the end of the day when the pupil must ask for it to be returned. A communication will be sent to parents requesting that a permission slip be returned the next day. If this practice continues more than three times, then the school will confiscate the phone until an appropriate adult collects the phone from a senior teacher.
- If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour Policy.
- Should a pupil be found to be using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school.
- Parents are advised that Little Paxton Primary School accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.
- Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

4. Parents, visitors and contractors:

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present.

- Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.
- Should phone calls/and or texts need to be taken or made, visitors are asked to leave the premises to do so. (Delete/amend as appropriate).
- Photos of children must not be taken without prior discussion with a member of the Central Leadership Team and in accordance with the UK General Data Protection Regulations (GDPR) and *the Data Protection Act 2018* and using the 'Use of images consent form'

(please refer to the Education Safeguarding Team's document "Guidance for schools and other establishments on the use of images" 2025).

Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

5. Apple Air Tags and other tracking devices

Such devices are designed to help people locate personal belongings but have been known to be used to track individuals.

Apple have released the statement below which can be found on their website

"AirTag was designed to help people locate their personal belongings, not to track people or another person's property, and we condemn in the strongest possible terms any malicious use of our products."

Therefore, we do not allow the use of Air Tags or any other form of tracking device in relation to a pupil, either while in school or when on school trips or residential visits.

All consent slips which parents sign prior to taking part in a trip will state that such devices will not be allowed under any circumstances and must not be hidden in pockets/bags etc. If a child does need to have an Air Tag in a bag for a trip this must be agreed with school (discussing the reason(s) for requiring this) and the team must be informed before the trip takes place.

If any tracking devices are found in a pupil's clothing or in any personal belongings (without the agreement of the school), the technology will be looked after by a member of staff and returned to a parent/carer at the end of the trip.

6. Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegations process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

7. Filtering of Personal Devices:

School cannot be held responsible for the filtering of material on users' personal devices when they access the internet using their personal 4G/5G data plan. Any individual, staff or pupil, found to have been accessing material which contravenes the school's Acceptable Use Policy applicable to them during school hours will be subject to action under the terms of the school Behaviour Policy/Code of Conduct.

For schools using JISC internet connectivity via the ICT Service:

Anyone using a personal device to access the internet using the school network connection will have the web content on that device filtered by Netsweeper at the strictest level in use at that school. Schools can view logs of activity that have occurred on specific devices and action may be taken where user activity raises a safeguarding concern.

- For both staff (including supply staff), pupils, visitors and contractors the school retains no liability for any device that is brought into school which is either lost, stolen or damaged
- For both staff (including supply staff), pupils, visitors and contractors, the school retains no liability for any device that is used in a manner that is against the owner's consent.

8. Monitoring Arrangements

This Policy will be reviewed by the Headteacher annually and the approved policy will be shared with the Full Governing Body.

9. Links to other Policies

This policy links to the following policies:

- Health and Safety policy
- Online Safety and Acceptable Use policy
- ICT and Internet Acceptable Use Policy (includes use of mobile phones and emails and other smart devices)
- Whistleblowing policy
- Model Safeguarding and Child Protection Policy (September 2025)
- Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings February 2022 - [Safer Recruitment Consortium training information](#)
- Keeping Children Safe in Education (September 2025)
- School's Acceptable Use Policy
- Guidance for schools and other establishments on the use of images" 2025
- [Mobile phones in schools - February 2024](#)
- [Taking photographs: data protection advice for schools | ICO](#)
- *Data Protection: [Data protection in schools - Guidance - GOV.UK \(www.gov.uk\)](#)*

10. Equality Review

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Appendix 1- Airdrop and Nearby Share

Airdrop.

- AirDrop is a wireless feature available on Apple devices.
- It allows physically close Apple devices to share files, photos, websites etc.
- There are no size limits on files.
- It uses Bluetooth and Wi-Fi to transmit the files.
- AirDrop automatically detects nearby supported devices within a maximum distance of 30 feet.
- When a receiver of content is selected, they will be notified and offered the option to accept or decline the incoming file.

Quick Share/Nearby Share

- Both are available on Android 6.0+ phones.
- Like AirDrop, it allows users to instantly share files, links and pictures with people around them.
- It also works through Bluetooth or WiFi.
- When Nearby Share/Quick Share are turned on, a list of devices available within sharing proximity is visible.
- When a receiver of content is selected, they will be notified and offered the option to accept or decline the incoming file.

Safeguarding risks posed by both Airdrop and Nearby Share/Quick Share.

- Being exposed to age-inappropriate sexualised and/or violent content.
- Photo sharing as a form of cyberbullying, with the person featured in the image being the target.
- The sharing of [self-generated sexual imagery](#), with or without the permission of the original image/video creator.
- Images of teachers or other staff members shared as part of teacher targeted bullying, including 'upskirting' images (the practice of taking an illegal photo of someone's genitals or genital area, without consent).
- If a member of staff or a pupil report receiving inappropriate content then the school must follow their Safeguarding and Child Protection Policy and procedures, Behaviour Policy and/or Code of Conduct.

Appendix 2- Pupil Mobile Phone in School Permission Form



Dear Parent/Carer

In accordance with our mobile phone policy if your child needs to bring in a mobile phone to school please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to hand in their phone to their class teacher first thing in the morning.
- The school bears no responsibility for the loss or damage to a mobile phone brought into school.
- Your child's phone should be appropriately named so that it can be returned.
- Should your child be found using their phone inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring their phone into school.

Thank you.

Yours sincerely

Ms R Owen

Headteacher

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name)

in year and class..... to bring their mobile phone into school.

Our child needs to bring their mobile phone to school because they walk home unaccompanied
Yes / No

Our child needs to bring their mobile phone to school for an alternative reason, please give details

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We understand and agree that Little Paxton Primary School accepts no liability for the loss or damage to phones which are brought to school by pupils.

We have read the policy and understand its implications

Signed Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.