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Care, grow and flourish in God's loving hands.

Mobile Phone and Smart Technology Policy

VISION
Care, Grow and Flourish in God's Loving Hands

MISSION

- We will recognise every child as precious and unique
- We will 'live' Christian values in our daily lives within a caring Christian environment
- We will enable every child to make the very best progress through excellent teaching and we will deliver an inspirational curriculum
- We will work in partnership with children and families to promote growth, confidence and self esteem
- We will prepare children to confidently face the challenges of growing up in the 21st Century
- We will provide children with an understanding of local, national and global communities and faiths.
- With St Mary's Church, Brookside Methodist, and other local churches, we will further develop understanding of Christian values in action through worship.

Our Safeguarding Statement of Intent is available on our website.

Policy Context:

- St. Mary's Primary is a highly inclusive school, with a genuine commitment to valuing each child as a precious and unique child of God.
- As such, everybody deserves to be safe from harm in order that they will grow and flourish to reach their potential.
- This policy outlines the measures we will put in place that are rooted in our commitment to care and safeguarding.

Approved by:	Full Governing Body	**Date:** 20.10.26
Last reviewed in:	New policy evolution	Next review: October 2029

1. Introduction and aims

Mobile phones and other connected or recording-capable technologies are part of everyday life. This policy applies to mobile phones, smartphones, smart watches, camera-enabled smart glasses (including Meta Ray-Ban glasses), wearable cameras, audio recorders and any other personal device capable of taking or transmitting photographs, audio or video, sending messages, accessing the internet or otherwise capturing or sharing information.

The policy aims to:

- promote safe and responsible use of technology and set a positive example;
- set clear expectations for pupils, staff, parents, volunteers, governors, contractors and visitors;
- protect children's safety, privacy, dignity and wellbeing;
- reduce risks relating to child protection, cyberbullying, data protection, lesson disruption and inappropriate recording or sharing;
- support the school's Safeguarding Policy, Relationship, Communication and Behaviour Policy, Online Safety Policy, Anti-Bullying Policy, Data Protection Policy, Staff Code of Conduct and Educational Visits Policy.

In November 2024, St. Mary's Primary School became a Smartphone Free school. This led to a ban on all smartphones being brought to school by pupils. Parents and carers have been strongly encouraged to engage with the evidence and research in the Smartphone Free Childhood Campaign.

As a school, we have signed up to the Smartphone Free School charter, along with a number of other Barnet schools.

The policy applies on the school premises and, where relevant, during school trips, residential visits and other school-organised activities.

2. Roles and responsibilities

2.1 Staff

All staff, including teachers, support staff, supply staff, trainees and volunteers, are responsible for following and enforcing this policy. Contractors and others engaged by the school must follow the requirements relevant to their role. Anyone who witnesses or becomes aware of a breach should alert a member of staff or the appropriate senior leader.

The Headteacher is responsible for overseeing implementation, monitoring the policy and holding staff and pupils accountable for following it.

2.2 Governors

The Governing Body is responsible for reviewing and ratifying the policy every 3 years. They must hold the senior leadership team accountable for its implementation.

3. Use of mobile phones and smart technology by staff

3.1 Personal mobile phones and wearable devices

Staff (including volunteers, trainees, contractors and anyone otherwise engaged by the school) must not make or receive calls, send messages, browse the internet or use personal devices while supervising children or during lesson/contact time, except where an authorised emergency or agreed work-related arrangement makes this necessary. Personal phones must be kept out of sight during the school day and used only during non-contact time in areas where pupils are not present, such as the staff room or an office.

Personal smart glasses, wearable cameras and other discreet recording devices must not be worn or used when working with or supervising pupils. Personal smart watches and similar wearables must not be used to record, photograph, communicate, message or access online content while working with pupils.

The Headteacher may agree an exception where there is a specific need, for example an emergency involving a staff member's child or an acutely ill dependent. Arrangements will be considered case by case. Where an exception is not necessary, the school office (020 8449 5856) can be used for emergency contact.

3.2 Data protection and safeguarding

- Staff must not use personal devices to process children's personal data or confidential school information.
- Staff must not give personal contact details to parents or pupils or connect with them through personal social media or messaging apps. Staff should avoid publishing personal contact details online.
- Staff must not use personal phones, smart watches, smart glasses or other personal recording devices to photograph, film or record pupils, identifiable pupil work, conversations involving pupils or anything else that could identify a pupil.
- Where photographs or recordings are needed for an authorised lesson, school trip or activity, staff must use school-approved equipment and follow the school's safeguarding and data protection procedures.
- In EYFS, staff, volunteers and students must follow the school's specific procedures for personal devices. Personal phones and recording-capable devices must not be used to photograph, film or record children.

Please refer to the school's Data Protection Policy and safeguarding procedures for further guidance.

3.3 Use of personal mobiles for work purposes

In limited circumstances, personal mobile phones may be needed for work, including emergency evacuation or lockdown, supervising off-site trips, or supervising residential visits. Staff must:

- use the phone professionally and in line with the Staff Code of Conduct;
- not take photographs or recordings of pupils, their work or anything else that could identify a pupil;
- avoid contacting parents from personal numbers; where contact is necessary, withhold caller ID or use the school office route where practicable;
- follow the Educational Visits Policy and any specific instructions from the visit leader or senior leader.

- refrain from using their phones to contact parents. If necessary, staff will withhold their caller ID or contact must be made via the school office

3.4 Staff conduct

Failure by staff to adhere to this policy may result in action under the school's relevant staff procedures, including disciplinary action.

4. Use of mobile phones and smart technology by pupils

Pupils are not permitted to bring smartphones into school. In the interests of safety, a small number of pupils in Upper Key Stage 2 who travel to school without an adult may be permitted to bring a basic mobile phone that cannot access the internet, but only in accordance with arrangements agreed with the school. Parents have been advised about alternative devices and technology.

Any permitted phone must be switched off on arrival and handed to the class teacher. It will be stored in a locked location during the school day and returned at home time. It must not be switched on until the pupil has left the school premises.

Pupils must not use smart watches, smart glasses, wearable cameras or other personal devices at school if they can send or receive messages, make calls, access the internet, take photographs, record or transmit audio/video, or otherwise communicate with others. A simple watch that only tells the time may be worn. Exceptions for medical, accessibility or other identified needs must be agreed in advance by the Headteacher or a designated senior leader, with appropriate safeguards.

4.1 Breaches and Sanctions

If a pupil brings a prohibited device to school or uses any mobile phone or recording-capable wearable device on site, the school will respond proportionately. This may include:

- The child's phone will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- Once confiscated, the child's phone will be stored in a locked cabinet, until home time (and then collected by the child or child's parents depending on why it has been confiscated).
- The child's parents/carers will be called to meet with a senior member of staff.
- It will be considered with the parents whether the child can continue bringing a mobile phone to school if they are an independent traveller. If they are allowed, it will be closely monitored with all staff involved.

Staff (senior leaders/designated safeguarding leads) have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff to search a pupil's phone if they have reason to believe the phone contains pornographic or illegal images, or if it is being/has been used to commit an offence or cause personal injury. Parents/carers of any child involved would be informed if this was the case.

Certain types of conduct involving devices may amount to criminal conduct or require safeguarding action. This includes, but is not limited to, sharing nude or semi-nude images, upskirting, threats of violence or assault, and abusive or discriminatory calls, messages or posts. The school takes such conduct seriously and will involve the DSL, parents/carers, police or other agencies where appropriate. Staff are reminded not to intentionally view any images on mobile devices, or ask to see them

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.

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

Parents, visitors and volunteers, including governors and contractors, must follow the requirements below whenever they are on the school site or taking part in school activities.

- Phones must be kept on silent or vibrate. They must not be used in lessons, when working with pupils or in areas where children are present, except where specifically authorised for a legitimate purpose.
- Camera-enabled smart glasses (including Meta smart glasses), wearable cameras and other discreet recording-capable devices must be removed before entering the school premises and must not be worn or used during school activities involving pupils.
- Smart watches and other wearable devices must not be used to photograph, film, record conversations, capture information about pupils or staff, or send/share such material.
- Photographs or recordings may be taken only where expressly permitted by the school, such as at a designated public event, and must comply with the school's instructions.
- Photographs or recordings must be for permitted personal use only and must not be posted or shared on social media or elsewhere where this would breach consent, privacy or the school's instructions.
- Parents and volunteers supervising trips or residential visits must not use their phones to contact other parents or to photograph or record pupils, pupil work or anything else that could identify a pupil.
- Parents and carers must contact 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 contact their child on a personal device during the school day.

6. EYFS-specific safeguarding arrangements

Children in the Early Years Foundation Stage require particular care and supervision. All staff, volunteers, students and visitors must follow the school's EYFS arrangements for mobile phones, cameras and other electronic devices with imaging, recording or sharing capabilities.

- Personal phones and recording-capable devices must not be used to photograph, film or record children in EYFS classrooms, childcare spaces, toilets or changing areas.
- Only school-approved devices may be used for authorised purposes, in accordance with safeguarding and data protection procedures.
- Any concern that a device has been used to record, transmit or share images, audio or information about a child without authorisation must be reported promptly to the DSL.
- Any exceptions for medical, accessibility or other essential needs must be agreed in advance and supported by clear safeguards.

7. Loss, theft or damage

- Pupils permitted to bring a basic phone must ensure it is labelled with their name and handed in and stored as set out in section 4.
- Staff must secure their personal devices to reduce the risk of loss and data breaches.
- The school accepts no responsibility for phones or other personal devices that are lost, damaged or stolen on school premises or while pupils travel to and from school.
- Any confiscated device will be stored securely. Lost devices found on site should be handed to the School Office, which will attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy supports pupils' education, behaviour, safeguarding and welfare. When reviewing the policy, the school will consider feedback from parents and pupils, feedback from staff, records of behaviour and safeguarding incidents, and relevant advice from the Department for Education, the local authority and other relevant organisations.

The Headteacher will oversee implementation. The Governing Body will review and ratify the policy at least every three years, or sooner if changes in guidance, technology or school practice make this necessary.

8. Visitor information leaflet

Visitors to school are provided with a copy of our visitor information leaflet which provides an overview of aspects of this policy regarding the use of mobile phones and smart technology devices.