Flanshaw JIN School

Mobile Phone and Smart Technology Policy

Approved by:	[Governing Body	**Date:** 09/09/26	
Last reviewed on:	[September 2026		
Next review due by:	September 2027		

Mobile phones, smartwatches and other smart technology are changing the way and speed with which we communicate. They can provide security and reassurance; however, there are also associated risks. Children and young people need to understand these risks to help them develop appropriate strategies for keeping themselves safe. The aim of this policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

At Flanshaw Junior, Infant and Nursery School, we recognise that mobile phones, including smart phones, 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 use
• Set clear guidelines for the use of mobile phones for pupils
• 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 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

This policy has been developed in accordance with the Department for Education's statutory guidance *Mobile Phones in Schools* (2026) and should be read alongside the school's Behaviour Policy, Child Protection and Safeguarding Policy, Keeping Children Safe in Education (KCSIE), Searching, Screening and Confiscation guidance, and relevant Data Protection policies.

Roles and responsibilities

Staff
All staff (including teachers, 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, reviewing it, and holding staff and pupils accountable for its implementation.

Parents
Parents and carers are expected to support the school's Mobile Phone, Smart Technology Policy and ensure that pupils understand the expectations before bringing a phone to school.

Use of mobile phones, smartwatches or similar devices by pupils
Flanshaw operates as a mobile-phone-free environment throughout the school day. Pupils must not have access to mobile phones, smartwatches or other smart devices during school hours unless a specific exemption has been authorised by the Headteacher.

As many pupils in year 5 and 6 walk to and from school without adult supervision, Flanshaw Junior School only allows pupils in Years 5 & 6 to bring mobile phones to school.

If a pupil is found to be using a mobile phone during school time, the device will be confiscated from the pupil and handed to a member of the Senior Leadership Team. The pupil may collect the device at the end of the school day. Parents/carers will be informed of inappropriate use, and pupils will be reminded of the school policy and practice.

When a child brings a phone into school, the phone must be switched off as soon as they enter the school site and then handed to their class teacher at the start of the day for storage in the school's designated secure storage arrangements where it must remain until being collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone.

Where a pupil is found by a member of staff to be using a mobile phone, the sanction issued will be proportionate and applied in accordance with the school's Positive Behaviour Policy. The pupil may collect the phone at the end of the school day. Parents will be informed of inappropriate use and pupils will be reminded of the school policy and practice. Refusal to hand over their phone, will result in the child receiving an immediate ban from bringing their phone to school.

Where inappropriate images, recordings or communications are suspected, the mobile phone will be retained and managed in accordance with the school's safeguarding procedures, Behaviour Policy and DfE guidance on searching, screening and confiscation. If it is proven, the pupil may receive an immediate ban from bringing their device and school will require the phone to be collected by a parent/carer. Where a confiscated device gives rise to a safeguarding concern, staff will follow the school's safeguarding procedures and consult the Designated Safeguarding Lead (DSL) immediately. Staff will not routinely search through the content of a device unless authorised and justified in accordance with DfE Searching, Screening and Confiscation guidance and safeguarding procedures.

Pupils are not entitled to log on to the school network using their mobile phones or other personal electronic devices. 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.

Reasonable Adjustments and Exceptions
The school recognises that some pupils may require access to a mobile phone or smart device due to a medical condition, disability, SEND need, safeguarding requirement or other exceptional circumstance.

Requests for exceptions will be considered individually by the Headteacher, and appropriate reasonable adjustments will be made where required. There may be situations where by an adult carries a pupil's phone that is monitoring a medical condition through an app, e.g. diabetes.

Staff that are completing home visits for new starters in nursery are permitted to carry their personal mobile in case of emergencies.

The school have 2 phones that are clearly labelled for photograph purposes. These devices will be stored by the Headteacher and Deputy Head Teacher. Staff can borrow the devices for taking photographs at sports events or on educational visits. The Deputy Head and Head teacher will use these devices to upload photographs directly to X (Twitter) after checking parental permissions.

Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when not in use. While the school will take reasonable steps to ensure secure storage, devices remain the responsibility of the owner and the school cannot guarantee against loss, theft or damage. Confiscated phones will be handed to a member of the Senior Leadership team and stored in the school office in a locked cupboard. Lost phones should be returned to the school office. The school will then attempt to contact the owner.

Mobile phone permission letter

Parent will need to complete a mobile phone permission letter before they bring a phone into school. This form will be handed in at the office and signed by the head teacher.

Monitoring and Review

The Headteacher will review the implementation and effectiveness of this policy annually and report significant issues or trends to governors where appropriate.