

# Coalbrookdale & Ironbridge C.E. Primary School



## **Mobile Phones & Smart Devices Policy**

Last Review: Spring 2026

Responsible: L Postance (Deputy Headteacher & DSL)

Review Date: Spring 2028

## **Vision Statement**

Jesus said: 'Love each other as I have loved you'. John 15:12

Our school motto, 'Living life in all its fullness' is at the heart of everything we do and believe.

At Coalbrookdale & Ironbridge C.E Primary School, we aim to prepare the children in our care to become well-rounded members of society on their journey through school life and beyond.

We strongly believe that children learn best and achieve their full potential when they are happy and feel secure. We strive to provide a safe learning environment with a warm and welcoming atmosphere that fosters a sense of belonging among children, staff, families and the wider community. We value each individual's uniqueness and diversity, promoting respect and acceptance of one another as equals and celebrating the differences that make our community so special.

We have high expectations of the children, and we work hard to support them to become the best that they can be. For our children to flourish, socially and academically, we aim to provide an outstanding education that is both challenging and inclusive. All children are encouraged to embrace the many opportunities, and the support school provides, so that they become curious learners who are motivated and resilient with a 'Can do' attitude. Our aim is to provide the children of Coalbrookdale & Ironbridge with countless positive experiences, along with happy lifelong memories, from their time with us. We also have high expectations of attendance. We encourage families to be at school every day and to arrive on time in order to not miss any learning.

Through our supportive and inclusive Christian ethos, we are proud to foster our school values of trust, responsibility, respect, compassion and perseverance, embedding these within everyday life at school. We believe that the emotional health and wellbeing of the whole school community is fundamental to the ongoing success of our school. We aspire to make our school a place of excellence where we educate, nurture and value everyone; that ALL children will enjoy learning and achieve their potential.

### **'Flourishing For All'**

This policy, as written, does not discriminate on any grounds, including, but not limited to, age, disability as well as SEND, gender reassignment, gender identity, marriage and civil partnership, race, religion or belief, sex and sexual orientation.

'Let us always meet each other with a smile, for the smile is the beginning of love.' Mother Teresa.

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## **1. Purpose and scope**

This policy sets out how Coalbrookdale & Ironbridge CE School prevents the use of mobile phones and smart devices (including smartwatches, cameras and tablets with messaging or imaging) on site, to safeguard pupils, protect staff, and maintain a calm, disruption-free environment.

It applies to all pupils, staff, governors, contractors, volunteers and visitors on the school site and during off-site visits and clubs led by the school, including wraparound care (e.g. breakfast club) and after-school clubs operated or hosted by the school.

It should be read alongside our Child Protection & Safeguarding Policy, Behaviour Policy, Staff Code of Conduct, Online Safety Policy, Data Protection Policy and Educational Visits Policy.

Statutory and advisory alignment: Keeping Children Safe in Education (KCSIE) 2025; Working Together to Safeguard Children (WT 2023, updated 2025 materials); DfE Mobile phones in schools (February 2024); DfE Filtering & Monitoring Standards; DfE Searching, Screening and Confiscation guidance.

## **2. Legal and guidance framework (summary)**

KCSIE 2025 requires a whole-school approach to safeguarding and online safety; governing bodies must ensure appropriate filtering/monitoring is in place and policies are understood by all staff.

Working Together to Safeguard Children (WT 2023) sets multi-agency expectations; education providers are named partners in local safeguarding systems. Updated May/June 2025 materials include a child-friendly guide and toolkit.

DfE 'Mobile phones in schools' (Feb 2024) advises schools to prohibit use of mobiles and similar smart technology throughout the school day, including breaks, and provides model approaches (e.g., hand-in, secure storage).

DfE Filtering & Monitoring Standards set out roles, responsibilities and annual review expectations for safeguarding online.

DfE Searching, Screening and Confiscation sets powers and safeguards for confiscating prohibited items, including electronic devices.

Early Years: leaders must have policies covering mobile phones and cameras to protect children and professionals in early years settings.

## **3. Definitions**

Mobile phone/smart device: any personally owned device capable of calling/messaging, recording images/audio/video, or accessing the internet independently (e.g., smartphones, smartwatches, tablets with SIM/eSIM or Wi-Fi messaging).

School day/site: from arrival on school premises to departure, including breakfast club, lessons, breaks, lunchtimes, after-school clubs and wraparound care on site, and transitions between. Residentials and off-site visits are covered under Section 7.

#### 4. Use of Mobile Phones and Smart devices

Pupil phones and smart devices are not permitted anywhere in school. Where a phone is absolutely necessary for safe travel to/from school, it must be switched off on arrival, handed in at the school office for secure storage, and collected from the office at the end of the day. No phones may be carried, used, seen or heard by pupils on site at any time (including wraparound care and after-school clubs).

Adults' personal phones/smart devices must not be used in the presence of children, except in an emergency or where explicitly authorised by the Headteacher or DSL (e.g., safety coordination on a trip). Personal devices must never be used to photograph, film or message pupils.

This approach supports a calm, safe, phone-free school day, in line with DfE guidance.

#### 5. Roles and responsibilities

***The Interim Executive Board (IEB):*** approves and monitors this policy; ensures alignment with KCSIE 2025 and filtering/monitoring standards.

***Headteacher and Deputy Head/DSL:*** implements and enforces policy; ensures secure storage and fair sanctions; oversees communication with families; ensures wraparound providers and after-school club leaders comply.

***DSL and Deputy DSL:*** ensure staff understand safeguarding implications, including searching/confiscation processes where a safeguarding risk is identified; liaise with safeguarding partners as needed.

***Staff/Volunteers/Contractors/Club leaders:*** follow adult-use rules; never use personal devices to capture or share pupil images; report breaches.

***Parents/Carers:*** support the policy; avoid contacting children directly during the school day (use the office); ensure any necessary pupil device is handed in on arrival, including at wraparound care.

***Pupils:*** follow the rules; hand in any phone on arrival; never bring smartwatches with messaging/camera functions.

#### 6. Pupils' mobile phones and smart devices

##### 6.1 'Only if needed' rule

Pupils should not bring mobile phones. In exceptional cases (e.g., independent travel safety), a phone may be brought only to be stored in the office throughout the day, including breakfast club/after-school club sessions. The device must be powered off before entering school.

## 6.2 Storage, security and retrieval

Devices are logged at reception and stored in a locked cabinet; collection is by the pupil (or parent, if under sanction) after the final bell. The school is not liable for loss/damage of unauthorised devices that are not handed in.

Smartwatches with messaging/cameras are treated as phones and must not be worn; if brought, they must be handed in. Basic watches without connectivity are allowed.

## 6.3 Reasonable adjustments and medical/SEND exceptions

Where a device forms part of a medical plan, SEND adjustment or safeguarding plan (e.g., diabetes monitoring), the Headteacher will set proportionate controls (e.g., airplane mode; school-managed device). Decisions will be recorded in the pupil's plan.

## 6.4 Breaches and sanctions

Any pupil device seen, used or heard on site (or not handed in on arrival) will be confiscated and returned at the end of the day to a parent/carer on first breach; repeated breaches escalate through the Behaviour Policy.

Confiscation is a lawful disciplinary penalty where proportionate; electronic devices may be searched when there are reasonable grounds (see Section 10).

## 6.5 Off-site and journeys

The policy applies on school-led off-site activities (visits, fixtures). Where a phone is permitted for travel safety, it must be off and put away during the activity and handed to staff if requested by the trip leader.

## 7. **Adults' (staff, volunteers, contractors, visitors) use of personal devices**

No personal device use in areas where children are present or could reasonably be present (classrooms, corridors, playgrounds, halls), except for urgent safeguarding/operational needs authorised by the Headteacher/DSL.

Personal devices should be silenced and kept out of sight during contact time; calls/messages should be taken only in staff-only areas and not during supervision of pupils.

No images or videos of pupils may be taken on personal devices. School-owned devices and approved systems must be used for any educational recording, in line with data protection and online safety policies. Never share pupil images on personal accounts.

On trips/fixtures, staff are permitted to use personal mobile phones for coordination and emergencies. Use of personal mobile phone should be reported to the DSL afterward and added to the risk assessment review.

Visitors/contractors and wraparound providers are made aware of expectations at sign-in and must not use personal devices in pupil areas; any breach results in removal from site and, where necessary, referral to the relevant organisation.

## **8 Early Years Foundation Stage (EYFS)**

In EYFS spaces (and when EYFS children are present), personal phones/smart devices must be stored securely and not used; only school devices may be used to capture learning, with images stored on school systems as per policy. Parents are asked not to use phones in EYFS rooms/events.

## **9 Online safety, filtering and monitoring (school-owned devices/network)**

Even in a phone-free environment, the school will maintain appropriate filtering and monitoring on the school network and school-owned devices, reviewed at least annually, with clear roles/responsibilities across leadership, IT support and DSL. We apply the UK Safer Internet Centre's 'appropriate filtering & monitoring' guidance to avoid under- or over-blocking.

## **10 Searching, screening and confiscation (safeguarding)**

Where a pupil is suspected of having a prohibited item (including a phone being used in breach of rules) or there is reasonable ground to suspect an on-device safeguarding risk (e.g., bullying images), authorised staff may confiscate the device and, if necessary, search in line with DfE guidance. Any search is proportionate, respects the pupil's rights, and the DSL is informed where safeguarding is a factor. Parents are informed as appropriate. Police involvement follows the guidance (e.g., for illegal content).

## **11 Data protection and privacy**

The school minimises personal data on personal devices (staff must not store pupil images on personal phones). Processing of images is on school systems only, with retention aligned to our Data Protection Policy.

Confiscation and searches are recorded (time, rationale, staff present, outcome) and retained per our safeguarding/behaviour record retention schedule.

## **12 Communication and induction**

The policy is published on the website, the home-school agreement and parent meetings; signage reinforces the 'phone-free' message at entrances.

Staff (including supply/volunteers and wraparound/club leaders) receive annual training/briefing on KCSIE Part 1, the Staff Code of Conduct, online safety, and how this policy interacts with behaviour and safeguarding procedures.

## **13 Equality, inclusion and reasonable adjustments**

We will consider reasonable adjustments for pupils with SEND, disabilities, medical needs or caring responsibilities, documented in individual plans and risk assessments, ensuring proportionality and safeguarding.

## **14 Monitoring, review and complaints**

The SLT/DSL will monitor incidents, confiscations and concerns each term to identify patterns, evaluate proportionality of sanctions, and inform practice.

The IEB reviews this policy annually or sooner if guidance changes. Concerns or complaints are handled per the Complaints Policy.

**Rationale (for IEB members and parents)**

A phone-free school day helps reduce distraction, bullying and online harms risk, and underpins a calm climate for learning—reflecting national guidance encouraging prohibition of mobile phone use throughout the day and strong online-safety practice.

**References:**

- Keeping children safe in education (KCSIE) 2025 – GOV.UK: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>
- KCSIE 2025 PDF (Sept 2025): [https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping\\_children\\_safe\\_in\\_education\\_from\\_1\\_September\\_2025.pdf](https://assets.publishing.service.gov.uk/media/68add931969253904d155860/Keeping_children_safe_in_education_from_1_September_2025.pdf)
- Working together to safeguard children (WT 2023) – GOV.UK (updated May/June 2025 materials): <https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>
- DfE Mobile phones in schools guidance (Feb 2024): <https://www.gov.uk/government/publications/mobile-phones-in-schools>
- Filtering & Monitoring Standards – GOV.UK: <https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/filtering-and-monitoring-standards-for-schools-and-colleges>
- UK Safer Internet Centre – Appropriate filtering & monitoring: <https://saferinternet.org.uk/guide-and-resource/teachers-and-school-staff/appropriate-filtering-and-monitoring>
- DfE Searching, Screening and Confiscation guidance: <https://www.gov.uk/government/publications/searching-screening-and-confiscation>
- Safeguarding children and protecting professionals in early years (online safety considerations): <https://www.gov.uk/government/publications/safeguarding-children-and-protecting-professionals-in-early-years-settings-online-safety-considerations>

**Appendix A: Pupil Mobile Phone Permission (Exceptional Need) Form**

Purpose: To approve phone hand-in for travel safety only; device remains stored in the office during the school day, including wraparound care and after-school clubs.

Pupil name: \_\_\_\_\_ Class: \_\_\_\_\_

Parent/carer name(s): \_\_\_\_\_

Contact number(s): \_\_\_\_\_

Reason for necessity (travel safety / medical / SEND / caring responsibilities):  
\_\_\_\_\_

Typical travel route and timings:  
\_\_\_\_\_

Days phone is required (tick): Mon  Tue  Wed  Thu  Fri

Device details (make/model/colour): \_\_\_\_\_

Conditions acknowledged: device off before entering site; handed in at reception; no use on site; collected after final bell; breaches lead to sanctions per Behaviour Policy.

Data protection: no school data stored on device; school not liable for unauthorised devices not handed in.

Parent/carer signature: \_\_\_\_\_ Date: \_\_\_\_\_

Headteacher/DSL decision: Approved  Not approved  Notes:  
\_\_\_\_\_

Review date: \_\_\_\_\_

## **Appendix B: Staff/Volunteer/Club Leader Declaration – Personal Devices**

Purpose: To confirm understanding of adult personal device rules and safeguarding requirements.

- I will not use personal devices in areas where children are present; devices will be silenced and out of sight during contact time.
- I will never use a personal device to photograph, film or message pupils; I will use school devices/systems only.
- On trips/fixtures I will use school mobiles; if a personal phone is used in a genuine emergency, I will report this to the DSL afterward.
- I understand this applies during wraparound care and after-school clubs.

Name: \_\_\_\_\_

Role: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Appendix D: Confiscation & Return Log – Electronic Devices**

For each confiscation, complete and store with behaviour/safeguarding records.

Date/time: \_\_\_\_\_

Location: \_\_\_\_\_

Pupil name: \_\_\_\_\_ Class: \_\_\_\_\_

Staff member(s): \_\_\_\_\_

Reason (seen/used/not handed in/other): \_\_\_\_\_

Item details (device type/colour/identifiers): \_\_\_\_\_

Actions taken (storage, search – if applicable, DSL informed, parent/carer informed):  
\_\_\_\_\_

Outcome (returned to parent/carer / retained pending investigation / police involvement):  
\_\_\_\_\_

Sanction step applied per Behaviour Policy: \_\_\_\_\_

Staff signature: \_\_\_\_\_

DSL signature (if safeguarding): \_\_\_\_\_

Return details:

Date/time: \_\_\_\_\_

Recipient: \_\_\_\_\_

Signature: \_\_\_\_\_