St Michael's CE Primary School

ALT MOBILE PHONE & SMART TECHNOLOGY POLICY

(Trust-wide template for School adaptation)

Approved by:	ALT Trust Board
Adopted by (once adapted by the individual school to their setting).	Local Academy Committee
Reviewed:	Annually or as per new guidance is published (Appendix E)

1. Purpose and principles (ALT values)

St Michael's C E Primary School and ALT Trust are committed to creating a calm, safe and highly focused learning environment where pupils and students can thrive. This policy supports the ALT Trust's values: **Quality, Opportunity, Collaboration, Ambition and Community** by promoting respectful relationships, protecting wellbeing, and reducing distraction and online harms during the school day.

This policy sits alongside and supports the school's **Behaviour Policy**, safeguarding arrangements under **KCSIE**, and the Trust's approach to **searching and confiscation** https://www.gov.uk/government/publications/searching-screening-and-confiscation

2. Status and scope

2.1 This is a Trust-wide policy model which is made applicable to all ALT schools and provisions as required, including Sixth Form provision operated jointly across schools where relevant.

2.2 This policy applies to: pupils/students, staff, volunteers, contractors, visitors and any other persons on school premises or supervising pupils off-site (e.g., trips).

2.3 **Default position**: ALT schools are **mobile phone-free environments by default** across the school day, with any departure only by defined exception.

3. Definitions (what is covered)

For the purpose of this policy, "mobile phones / smart technology" includes:

- mobile phones and smartphones;
- smart watches and wearables capable of messaging/notifications/recording;
- earbuds/headphones with connectivity enabling calls, messaging or recording (including "pods");
- any device capable of connecting to a mobile network or sending/receiving messages/notifications;
- any device capable of audio/video capture where this creates safeguarding or behavioural risk.

4. Core rules (Trust-wide baseline)

4.1 Pupils/students must not use mobile phones/smart technology during the school day, including lessons, transitions, breaks and lunchtime, except where an explicit written exception applies.

4.2 Where a school allows a device to be brought to site (phase-dependent), it must be **switched off** (or in flight mode as specified locally), **out of sight**, and **stored as required by the phase module**.

4.3 Pupils/students must not photograph, record audio/video, livestream, or share images/recordings of any member of the school community or school activity without explicit permission and a clear educational purpose authorised by staff. Safeguarding concerns will be managed under the Safeguarding and Child Protection Policy following KCSIE procedures.

5. Roles and responsibilities

5.1 Trust Board & LAC

Ensures the Trust has a clear policy framework aligned across schools and to DfE guidance and safeguarding requirements and receives assurance on implementation and impact. The LAC ensures the Policy is appropriate for the school setting.

5.2 Headteacher (and Sixth Form Lead where applicable)

- Adopts the Trust baseline policy and determines the school's phase module choices (within Trust parameters).
- Ensures the policy is communicated to pupils/students, staff and parents/carers and applied consistently.

5.3 Designated Safeguarding Lead (DSL)

- Advises on safeguarding implications (e.g., online abuse, sexual harassment, harmful content).

- Supports evidence handling and reporting routes in line with the Safeguarding Policy and KCSIE.
- Enforce the policy consistently and model expected behaviour.
- Follow searching/confiscation procedures where relevant.

5.5 Parents/carers

- Support the school approach and use school channels for urgent contact during the day.
- Reinforce safe and respectful use of technology outside school hours.

5.6 Visitors/contractors

- Must not photograph or record pupils/staff on site.
- Must follow site instructions for phone use.

5.7 Staff, Visitors and Volunteers use of mobile phones whilst in school

- Whilst staff, volunteers and visitors can bring mobile phones on site they should be kept out of the sight of children except in express defined circumstances e.g... on a school trip where a staff mobile is a risk mitigation tool e.g. for emergency contact. If they need to access their phones staff, volunteers and visitors are advised to do so in child free areas of the school such as the staff room.

6. Sanctions, confiscation and return

6.1 Sanctions are applied under each school's Behaviour Policy, with a clear staged approach and consideration of SEND/individual circumstances.

6.2 Confiscation

- Any member of staff may require a pupil/student to hand over a device if seen/heard/used contrary to policy.
- Refusal to comply is treated as a behavioural incident and may escalate in line with the Behaviour Policy.

6.3 Storage and chain-of-custody (Trust minimum standard)

- Confiscated devices are labelled/logged and stored securely.
- Where children need to bring a phone into school e.g. if they walk to and from on their own and need a phone for safety, they should hand the phone into the class teacher who will store them securely and return them at the end of the day.
- Whilst the school will make every reasonable effort to ensure that devices handed in are kept safe and secure it will not be liable for loss or damage caused by factors beyond its control.

6.4 Repeated breaches
Schools implement an escalated plan (e.g., sign-in/sign-out, parent collection, temporary prohibition from bringing the device), proportionate to age and need.

7. Searching, screening and confiscation (summary)

7.1 Staff follow DfE "Searching, screening and confiscation" guidance and the school's local procedure, including authorised searchers, recording and safeguarding considerations.

7.2 A search may be considered where there are reasonable grounds to suspect a device is being used in breach of policy, where safeguarding concerns exist, or where the pupil/student is believed to be concealing a device contrary to an agreed plan.

7.3 Electronic devices and content
If concerns relate to harmful/illegal content or safeguarding risk, staff do not circulate material. The DSL must be involved and evidence handled according to safeguarding procedures and DfE guidance.

8. Safeguarding and wellbeing (KCSIE linkage)

8.1 Mobile phone misuse can be associated with online bullying, sexual harassment, harmful content, coercion, and peer-on-peer abuse; concerns are managed under safeguarding procedures and KCSIE.

8.2 Pupils/students are supported through curriculum/PSHE and pastoral systems to understand risk, consent, respectful communication, and reporting routes.

9. Equality, reasonable adjustments and exceptions

9.1 The Trust recognises that some pupils/students may require exceptions (e.g., medical monitoring, travel safety arrangements, SEND-related needs). DfE guidance anticipates reasonable adjustments where appropriate.

9.2 Exceptions must be:

- agreed in writing, time-limited where possible, and reviewed;
- specific about where/when the device can be accessed;
- communicated to relevant staff on a need-to-know basis.

(Template: Individual Mobile Device Agreement – see Appendix D below.)

10. Communication and training

- Trust-wide Policy is shared with Headteachers.

- Policy is published and explained to pupils/students and parents/carers through the school.
- Staff receive annual briefing, including searching/confiscation and safeguarding escalation.

11. Monitoring, review and assurance

- Schools monitor incidents, repeat breaches, and safeguarding referrals linked to devices.
- The policy is reviewed annually by the Education Standards Committee or as guidance changes and reports to Trust Board as required.

Appendix A — Primary module (adaptable)

A1 Default: No pupil mobile phones on site unless explicitly authorised (e.g., specific safeguarding/travel need).
A2 Smart watches: Either prohibited or required to be placed in "school mode" (no messaging/camera) — local choice stated clearly.
A3 Storage: Any authorised phone is handed to the office at arrival and collected by the adult at end of day.
A4 Parent contact reassurance: Parents contact school office for messages; pupils do not need phones for contact during the day.
A5 Sanctions: age-appropriate restorative approach; parent meeting for repeated breaches.

Appendix D — Individual Mobile Device Agreement (template text)

Use for exceptional circumstances/medical/SEND/young carer arrangements.

- Name / Year / reason for exception
- Device type + identifying details
- Approved access times/locations
- Storage method when not in use
- Who holds the device (pupil vs office)
- Review date and withdrawal conditions
- Staff awareness list (need-to-know)
- Signatures: parent/carer, pupil/student, school, DSL/SLT where relevant

Appendix E - External Guidance and Statutory Sources Referenced

The ALT Mobile Phone & Smart Technology Policy is informed by and aligned to the following national guidance and statutory frameworks:

1. **Department for Education (DfE)** – *Mobile phones in schools*
   Non-statutory guidance setting the national expectation that schools should be mobile phone-free by default and should implement clear policies to prevent access during the school day. https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools
2. **Department for Education (DfE)** – *Behaviour in schools: advice for headteachers and school staff*
   Non-statutory guidance outlining expectations for behaviour policies, consistent implementation, and sanctions, including the management of mobile phone use. https://www.gov.uk/government/publications/behaviour-in-schools--2
3. **Department for Education (DfE)** – *Searching, screening and confiscation*
   Statutory guidance on the legal powers, procedures and safeguards for searching pupils and confiscating items, including electronic devices and the handling of digital content. https://www.gov.uk/government/publications/searching-screening-and-confiscation
4. **Department for Education (DfE)** – *Keeping Children Safe in Education (KCSIE)*
   Statutory safeguarding guidance informing expectations around online safety, peer-on-peer abuse, recording and sharing images, evidence handling, and the role of the Designated Safeguarding Lead. https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
5. **Joint Council for Qualifications (JCQ)** – *Instructions for conducting examinations*
   National requirements governing possession and use of mobile phones and smart devices during examinations (referenced within secondary and sixth form expectations). https://www.jcq.org.uk/exams-office/ice---instructions-for-conducting-examinations/
6. **Equality Act 2010**
   Statutory framework underpinning reasonable adjustments and non-discrimination duties, informing the policy's approach to SEND, medical needs and individual exceptions. https://www.legislation.gov.uk/ukpga/2010/15/contents