

Kiwi Primary School



Mobile phone Policy

Kiwi Primary School

Reviewed: September 2026 Review: September 2027 (see monitoring note below)

Use of Mobile Phones and Smart Watches by children policy

Purpose and scope

This policy sets out the school's approach to pupils bringing mobile phones and similar devices (including smart watches) into school. It is written in line with the Department for Education statutory guidance "Mobile phones in schools" (June 2026). The school's default position is that pupils will not have access to mobile phones or devices with similar functionality during the school day, including lessons, between lessons, breaktimes and lunchtime, unless an explicit and documented exception applies.

Definitions

For the purposes of this policy, "mobile phone" and "device" include smartphones, feature phones and any wearable or electronic device with communication, notification, audio/video recording or internet access capability (for example, smart watches, headsets and cellular-enabled tablets).

Principles

- The policy balances child safety when travelling to and from school with the need to reduce in-school risks such as theft, bullying, inappropriate contact and distraction.
- Exceptions will be granted only where a written, time-limited agreement is in place (e.g., travel safety, medical need or a reasonable adjustment for SEND).
- The school will make reasonable adjustments to meet its duties under the Equality Act 2010 where a pupil requires device access for a disability or medical need.
- Staff are expected to model appropriate device use.

Bringing devices to school

- Pupils in Year 5 & 6 who walk to and from school without an accompanying adult may bring a mobile phone for safety only if a written permission is granted and recorded centrally. Permission must be requested using the school's permission form and include the reason and dates covered.
- All permitted devices must be handed to the class teacher (or designated member of staff) on arrival and will be stored securely in a locked cupboard or other secure storage for the day. Devices will be returned at the end of the school day.
- Children are not allowed to carry mobile phones or other personal devices on any school trips unless explicitly agreed in writing beforehand; for residential visits the school will set clear arrangements balancing welfare contact and safeguarding and will communicate these to parents.

Permissions, record-keeping and review

- All permissions must be requested in writing and recorded centrally by the school office. Records will include the child's name, class, reason for permission (travel safety, medical need, SEND adjustment), allowed functions, dates covered and any specific conditions.

- Permissions are time-limited and will be reviewed at least annually or sooner if circumstances change. The headteacher will maintain a central register of permissions and make it available to senior leaders and governors as required for monitoring.

Reasonable adjustments for SEND and medical needs

- Where a pupil requires access to a device to manage a disability or medical condition (for example, a glucose monitoring app), the school will agree reasonable adjustments. This will include a written agreement specifying allowed functions, times and locations for use, safeguarding safeguards, and staff who should be informed. Such arrangements will be recorded and shared with relevant staff.

Smart watches and wearables

- Smart watches may be worn only if they are set to a non-communicative “school mode” where video, photo, phone and messaging functions are disabled. Parents must ensure watches are configured appropriately before arrival.
- Staff or office staff may ask to view a device at drop-off if there is uncertainty. Smart watches with active communication or camera functions will be confiscated and held until a parent/carer collects them.

Storage, security, liability and logging

- Devices stored in school will be kept securely in locked storage. The school will take reasonable care but accepts no liability for theft, loss or damage. Parents/carers should ensure devices are properly insured, security marked and password protected.
- The school will log device storage and retrieval to minimise risk and to provide a record in the event of loss or dispute.

Confiscation, searching and safeguarding

- Any device discovered to have been brought into school and not handed in as required will be confiscated immediately. Devices confiscated for policy breaches will be recorded and held securely until collected by a parent/carer.
- If staff have reasonable grounds to suspect a device contains evidence of a criminal offence or material relating to a safeguarding concern, they will follow the school’s safeguarding procedures and may hand the device to the police or relevant authorities. Staff should refer to the school’s Searching, Screening and Confiscation policy and Keeping Children Safe in Education for lawful search powers and record-keeping requirements.

Communication during the school day

- If parents/carers need to contact a child during the school day they should call the school office; staff will relay urgent messages. Parents must not contact pupils directly via personal devices during the school day unless previously agreed in writing for exceptional circumstances.

Staff expectations

- Staff must not use personal mobile phones for non-school business in front of pupils during the school day. Use of phones on school premises during the day should be limited to school business and, where possible, take place in private areas. Staff will be provided with clear expectations and examples of acceptable use.

Education, behaviour and online safety

- The school will teach pupils about online safety, responsible device use and the reasons for a phone-free school day through the curriculum, assemblies and PSHE. This supports pupils' personal development and understanding of safeguarding risks.
- Breaches of this policy will be managed through the school's behaviour policy and may include confiscation, communication with parents and other proportionate sanctions. Repeated breaches may result in permission being withdrawn.

Trips and visits

- The school will set expectations for device use on educational visits and trips based on context and safeguarding needs and will communicate these expectations to parents in advance.

Monitoring, governance and review

- The headteacher will monitor implementation and report to the governing body at least annually. Reports will include numbers of permissions granted, confiscations, safeguarding incidents involving devices and any reasonable adjustments made.
- This information will be used to review and update the policy. Next formal review: September 2027 (or sooner if statutory guidance changes). Related policies and guidance
- This policy should be read alongside the school's Safeguarding and Child Protection policy, Searching, Screening and Confiscation policy, Behaviour policy and Online Safety policy and KCSIE.
- It is written with reference to the DfE statutory guidance "Mobile phones in schools" (June 2026).

Permission form

Permission for a pupil to bring a mobile phone or wearable device to school (travel safety / medical need / SEND adjustment)

Mobile Phone Permission Slip

Name of Child: _____ Class: _____

Reason for permission:

My child needs to bring a mobile phone to school as he/she walks to/from school without an adult.

Other reason: _____

I understand and accept that: the device must be handed to the class teacher on arrival and collected at the end of the school day; the school will take reasonable care of stored devices but is not liable for loss or damage; the device should be password protected and security marked; if the device is used inappropriately it may be confiscated and I will be responsible for collecting it from school. For smart watches I confirm the device will be set to non-communicative "school mode".

Dates covered: _____ **Sept 26 to July 27** _____

Review date: _____ **Sept 2027** _____

Signature of Parent/Carer: _____

Date: _____