

Robert Arkenstall Primary School

Mobile Phone and Smart Devices Policy

It is the aim of Robert Arkenstall Primary School to provide a broad curriculum and education of the highest quality within a happy, safe, secure and stimulating environment, which enables each child to experience success; to equip them with skills as thoughtful, caring and active citizens, eager to explore the possibilities of the world.

pursue possibilities; love learning

This policy is published on the School website, stored on the Network:
Staff Share and is available on request from the school office

Governor Committee	FGB
Reviewer	K Bonney
Ratified	September 2026
Review period	Annual
Next review due	September 2027

Our school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Introduction and aims

The Department for Education (DfE) expects schools to implement a policy that prohibits the use of mobile phones and other smart technology with similar functionality to mobile phones (for example, the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video) throughout the school day including during lessons, the time between lessons, breaktimes and lunchtime.

All schools should be mobile phone-free environments by default; anything other than this should be by exception only.

This policy draws on the following Guidance (DfE Statutory Guidance: *Mobile phones in Schools June 2026*; CCC: *Guidance on Developing a Mobile Phone Policy September 2026*)

The policy is communicated to parents via our website, our parent handbook, our parent newsletter and parent meetings throughout the school year as required.

At Robert Arkenstall Primary School we encourage parents to reinforce and discuss the policy at home as appropriate.

This policy on prohibiting the use of mobile phones is a standalone document, and should be read in conjunction with our Behaviour Policy, AUP and Code of Conduct for all Adults in School.

In addition, pupils and parents should be aware that staff have the authority to search if they have reasonable grounds to suspect breaches of school rules. Staff should refer to the [searching, screening and confiscation in schools](#) guidance regarding searching pupils.

1.0 Expectations for Pupils

No pupil is permitted to bring a phone or smart device to school unless their parent or carer has written permission from school to do so.

If a parent considers there is a need for their child to bring a phone onto the school premises they must ask for permission via the school office and will be required to fill in a form before permission is given. This ensures adults in school know who has a phone, where it is stored and parents understand the school's limit to legal responsibility for

1.1 Handing phones in:

- Pupils hand their phones to specific staff at the start of the day, and they collect at the end of the day
- In this instance, devices should be clearly identified and kept securely.
 - *Pupils should enter school via front door and hand phone to staff via the safeguarding entrance.*
 - *Phones to be switched off while on site and stored in a labelled bag provided by family and stored in the school safe by staff.*
 - *On collection pupils to leave via the front door safeguarding entrance.*
- This ensures that, with school permission, pupils still have access to a device for safety reasons when travelling to and from school.

1.2 Pupils contact with home within the school day

- School will facilitate any potential calls to/from home in an agreed office space on a school phone, for pupils who may need the reassurance of contacting family during the school day: eg young carers, medical needs or SEND pupils.

1.3 Exceptional circumstances to support pupils with medical conditions

There may be exceptional circumstances where school will make adaptations to their policy for specific pupils. Eg for diabetic pupils in accordance with their IHCP,

1.4 Trips, Visits and out-of-hours events at school.

No pupil so allowed to bring a phone or other smart device to a trip or visit, including residential, or to out-of-hour school events.

2.0 Staff responsibilities

The guidance below supports the schools' Staff Code of Conduct and Acceptable Use Policy (AUP).

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- Set out clear guidance for the use of mobile phones for all staff (including supply staff), pupils and volunteers
- Set out clear guidance for visitors and contractors.
- Ensure robust safeguarding
- Support schools' other policies relating to child protection and behaviour

2.1 All staff (including teachers, support staff, trainee teachers and supply staff) may wish to have their personal mobile phones at work for use in case of emergencies, however, there is a clear expectation that all personal use is limited to areas and times when there are no children present or likely to be present.

2.2 All staff:

- The school expects staff to lead by example and therefore should not make or receive personal calls, or texts (via mobile phone or smart watch), whilst children are present or during contact time.
- Staff (including trainee teachers, volunteers, and supply staff) should only use their mobile phones and smart devices for personal contact in designated areas such as a staff room (or as referenced in linked policies)
- Other than in agreed exceptional circumstances, mobile phones should be switched off or on silent and left in a safe place and smart watches silenced during lesson times.

3.0 Safeguarding

- Staff should not contact pupils or parents from their personal mobile phone in or out of school time or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a pupil, a school telephone should be used.
- Staff should not share personal contact details through social media and messaging apps.
- Staff should regularly monitor and update their privacy settings on social media sites
- Staff should never accept a 'friend request' or respond to any posts that may deliberately or inadvertently include them but inform their line manager or Senior Leader of the contact.
- Staff should never send to, or accept, colleagues or pupils, texts or images that could be viewed as inappropriate.
- Staff are not permitted to take photos or videos of pupils or anything else (e.g., work) that might identify the pupil.
- If photos or videos are being taken as part of the school curriculum or for promotional purposes, then school equipment must be used. Staff should not allow themselves to be photographed by a pupil(s).

3.1 Using a personal mobile for work purposes

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Multi Factor Authentication (MFA), including Two Factor Authentication (2FA) is strongly recommended for all staff accounts with access to cloud services or remote access to on-site systems. This is commonly achieved through the use of an authenticator app installed on the staff member's mobile phone.

At Robert Arkenstall this is Google Authenticator.

Staff may need to use a personal mobile phone solely for security authentication purposes when accessing school systems. However, the use of a personal device does not automatically mean that unrestricted access to school emails, files or other school data is authorised and staff must follow the school's *Acceptable Use Policy, and Code of conduct for all Adults in School*.

Staff may be permitted to access school systems and services from a personal mobile phone where this has been approved by the school and is supported by the school's IT provider or IT service. Where access is permitted, staff should use approved applications (for example, Gmail, Microsoft Teams, OneDrive, Google Drive or other authorised applications) rather than configuring personal devices in a way that provides unrestricted access to school data.

The use of approved applications may allow the school or its IT support provider to manage access to school information without affecting personal content stored on the device. This may include the removal of school accounts, data or access permissions when a member of staff changes role, leaves employment or where there is a security concern. The school reserves the right to withdraw permission for personal devices to access school systems where there are concerns regarding security, safeguarding, compliance with school policies, or the protection of personal data.

Staff must not store school information locally on personal devices unless specifically authorised to do so and should comply with the school's Acceptable Use Policy, Data Protection Policy, and any Bring Your Own Device (BYOD) requirements.

Where personal devices are used to access school systems, staff are expected to maintain appropriate security measures, including device passcodes, software updates, encryption where available and multi-factor authentication.

In some exceptional circumstances, it may be appropriate for staff to use a personal mobile phone for work purposes. Where possible this should always be agreed with a line manager or Senior Leader in advance and evidenced in writing. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Parental contact in emergencies (where possible, mobile phone settings that withhold the caller's number should be used).

This guidance should be seen as a safeguard for members of staff and the school. Any breach of school policy may result in disciplinary action against that member of staff.

4.0 Parents, visitors and contractors:

Parents, visitors and contractors are respectfully requested not to use their mobile phones at all on the school site/in any area where children/young people are present.

- Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children to avoid any unnecessary disturbance or disruption to others.
- Should phone calls/and texts need to be taken or made, visitors are asked to leave the premises to do so or use in a secure space away from pupil contact. E.g staff room or office space.
- Photos of children must not be taken without prior discussion with a member of the Senior Management Team and in accordance with [Data protection: The UK's data protection legislation - GOV.UK](#) and using the 'Use of images consent form' completed on admission to school.

*(please request and refer to the Education Safeguarding Team's document **"Guidance for schools and other establishments on the use of images" 2026**).*

- Any individual bringing a personal device into the school must ensure that it contains no inappropriate or illegal content.

5.0 Apple Air Tags and other tracking devices

Such devices are designed to help people locate personal belongings but have been known to be used to track individuals.

Apple have released the statement below which can be found on their website

"AirTag was designed to help people locate their personal belongings, not to track people or another person's property, and we condemn in the strongest possible terms any malicious use of our products."

Therefore, we do not allow the use of Air Tags or any other form of tracking device in relation to a pupil, either while in school or when on school trips or residential visits.

All consent slips which parents sign prior to taking part in a trip will state that such devices will not be allowed under any circumstances and must not be hidden in pockets/bags, sewn into clothing, etc.

If any tracking devices are found on pupils, they will not be allowed on the trip and will be returned to school.

6.0 Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the allegations process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

7.0 Filtering of Personal Devices:

If staff are using their personal devices for work purposes, eg authenticator, to read emails or dojo messages, updates should regularly be installed as released by the platform provider. No staff have permission to download school files to a local personal device, but may access files via the cloud eg Google Drive.

8.0 Device security

- For all staff (including supply staff), pupils, visitors and contractors, the school retains no liability for any device that is brought into school which is either lost, stolen or damaged
- For all staff (including supply staff), pupils, visitors, and contractors, the school retains no liability for any device that is used in a manner that is against the owner's consent.

Related Policies and guidance:

Model Safeguarding and Child Protection Policy (September 2026)

Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings February 2022 - [Safer Recruitment Consortium training information](#)

[Keeping children safe in education 2026 \(comes into force from 1 September 2026\)](#)

[Taking photographs: data protection advice for schools | ICO](#)

Data Protection: [Data protection in schools - Guidance - GOV.UK](#).

Annex 1 - Airdrop and Nearby Share

Airdrop.

- AirDrop is a wireless feature available on Apple devices.
- It allows physically close Apple devices to share files, photos, websites etc.
- There are no size limits on files.
- It uses Bluetooth and Wi-Fi to transmit the files.
- AirDrop automatically detects nearby supported devices within a maximum distance of 30 feet.
- When a receiver of content is selected, they will be notified and offered the option to accept or decline the incoming file.

Quick Share/Nearby Share

- Both are available on Android 6.0+ phones.
- Like AirDrop, it allows users to instantly share files, links and pictures with people around them.
- It also works through Bluetooth or WiFi.

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- When Nearby Share/Quick Share are turned on, a list of devices available within sharing proximity is visible.
- When a receiver of content is selected, they will be notified and offered the option to accept or decline the incoming file.

Safeguarding risks posed by both Airdrop and Nearby Share/Quick Share.

- Being exposed to age-inappropriate sexualised and/or violent content.
- Photo sharing as a form of cyberbullying, with the person featured in the image being the target.
- The sharing of self-generated sexual imagery, with or without the permission of the original image/video creator.
- Images of teachers or other staff members shared as part of teacher targeted bullying, including 'upskirting' images (the practice of taking an illegal photo of someone's genitals or genital area, without consent).
- AI - manipulation of imagery of pupils/staff.

If a member of staff or a pupil report receiving inappropriate content then the school must follow their Safeguarding and Child Protection Policy and procedures, Behaviour Policy and/or Code of Conduct.