Wootton Bassett Infants' School

Mobile Phone Policy

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Reviewed:	September 2026
Approved:	September 2026
Next Review Due:	September 2027
Review Cycle:	Annual
Approval Level:	FGB

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Our school is a mobile-phone-free environment.

Pupils should not bring mobile phones, smart watches with communication functions, or similar electronic devices to school.

Where exceptional circumstances require a pupil to bring a mobile phone, prior permission must be obtained from the Headteacher, and the device will be securely stored by the school during the school day.

The use of mobile phones and other communication devices by pupils is prohibited throughout the school day, including before registration, during lessons, breaktimes and lunchtime.

This policy supports safeguarding, wellbeing, positive behaviour and effective learning.

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1. Policy Statement

At Wootton Bassett Infants' School, we are committed to providing a safe, secure and positive learning environment in which pupils can learn, play and develop without unnecessary distraction.

The school is a mobile-phone-free environment for pupils. mobile phones, smart watches and other personal communication devices should not be used by pupils during the school day. This policy supports safeguarding, pupil wellbeing, online safety, positive behaviour and effective teaching and learning. [gov.uk],

This policy should be read alongside the schools:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Online Safety Policy
- Staff Code of Conduct
- Acceptable Use Agreement
- Data Protection Policy

All policies can be found here: https://woottonbassett-inf.wilts.sch.uk/policies

2. Aims

This policy aims to:

- Protect pupils from online risks and distractions.
- Promote face-to-face communication and positive social interaction.
- Create a calm and focused learning environment.
- Reduce opportunities for cyberbullying and inappropriate communication.
- Clarify expectations regarding pupil, staff and visitor use of mobile phones and smart devices.
- Support the school's safeguarding responsibilities.

3. Scope

This policy applies to:

- Pupils
- Staff
- Volunteers
- Governors
- Contractors
- Students on placement
- Visitors to the school site

The policy covers:

- Mobile phones
- Smartphones
- Smart watches
- Tablets with communication functions
- Devices capable of recording images, video or audio
- Any internet-enabled communication device such as trackers and AirTags.

[gov.uk]

4. Principles

The school recognises that:

- Most pupils in an infant school do not need a mobile phone during the school day.
- Safeguarding and welfare are paramount.

- The educational benefits of an uninterrupted learning environment outweigh any convenience associated with pupil access to mobile phones during the day.
- Any exceptions should be rare, justified and agreed by the Headteacher.

5. Pupil Use of Mobile Phones

General Rule

Pupils should not bring mobile phones to school.

Pupils must not use a mobile phone on the school premises or during educational visits unless specifically authorised by a member of the Senior Leadership Team.

Exceptional Circumstances

In exceptional circumstances, such as specific family arrangements, a parent may request permission for a pupil to bring a mobile phone to school.

Where permission has been granted:

- The phone must be switched off before entering the school site.
- The phone must be handed directly to the school office on arrival.
- The device will be stored securely during the school day.
- The phone will be returned to the pupil or parent at the end of the school day.

The school accepts no responsibility for loss or damage to devices brought onto the premises.

6. Smart Watches

To safeguard pupils and minimise distraction:

- Smart watches with internet access, messaging functions, video recording, photography capabilities or calling functions are not permitted.
- Simple watches used solely for telling the time are permitted.
- Where there is uncertainty regarding functionality, the Headteacher's decision will be final.

7. Staff Use of Mobile Phones

Staff must model safe and professional use of technology.

Staff will:

- Keep personal mobile phones out of sight while supervising pupils.
- Use personal devices only during breaks or in designated staff areas.
- Never use personal devices to photograph, record or communicate with pupils.

- Follow all safeguarding and data protection requirements.
- Use school-approved devices and systems when required for school business.

Any emergency use of a personal phone during teaching time must be authorised by a member of the Senior Leadership Team where possible.

8. Photographs and Recording

To safeguard children:

- Pupils may not use any device to photograph, film or record others.
- Visitors must not take photographs or recordings without permission.
- Staff must only use school-approved devices for educational or safeguarding purposes.
- All images and recordings must comply with the school's safeguarding and data protection procedures.

9. Visitors, Volunteers and Contractors

Visitors are expected to:

- Keep mobile phones on silent mode.
- Use phones only in designated areas and away from pupils.
- Refrain from photographing or recording pupils unless authorised by the Headteacher.

Visitors who use devices inappropriately may be asked to leave the premises.

10. School Trips and Educational Visits

Mobile phones are not permitted on educational visits except for use by staff for emergency or communication purposes, that mean parents can be informed about arrival/ departure times.

11. Safeguarding Concerns

Any concerns relating to:

- Inappropriate images
- Online abuse
- Cyberbullying
- Illegal content
- Unauthorised recordings
- Breaches of privacy

will be managed in accordance with the school's safeguarding procedures and may be referred to external agencies where appropriate.

12. Sanctions

Where a pupil breaches this policy, staff may:

- Remind the pupil of expectations.
- Confiscate the device.
- Arrange collection by a parent or carer where appropriate.
- Record the incident in school behaviour records.

The response will be proportionate to the nature of the breach and the age of the pupil.

Schools have the authority to confiscate items that are prohibited under school rules.

13. Equality and Inclusion

The school will make reasonable adjustments where necessary to meet the needs of pupils with:

- SEND
- Medical conditions
- Specific safeguarding requirements

Any adjustments will be agreed with parents and recorded appropriately.

14. Roles and Responsibilities

Governing Body

The Governing Body will:

- Approve and review this policy.
- Monitor implementation.
- Ensure the policy supports safeguarding and behaviour expectations.

Headteacher

The Headteacher will:

- Implement and monitor the policy.
- Determine any exceptions.
- Ensure staff understand their responsibilities.

Staff

Staff will:

- Apply the policy consistently.
- Model appropriate technology use.
- Report concerns promptly.

Parents and Carers

Parents and carers are expected to:

- Support the school's mobile-phone-free approach.
- Ensure pupils do not bring unauthorised devices to school.
- Contact the school office if urgent communication with their child is required.

15. Communication Between Parents and Pupils

Should a parent need to contact their child urgently during the school day, they should do so through the school office.

Likewise, if a pupil needs to contact a parent or carer, school staff will facilitate this through established school procedures.

16. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Legislation changes;
- DfE guidance changes; or
- School monitoring identifies a need for amendment.