



# Newbald Primary School

Beverley Road, North Newbald, East Yorkshire, YO43 4SQ  
Headteacher: Mr Paul Flintham

## Newbald Primary School Mobile Devices and Mobile Phone Policy

Headteacher ..... Date .....

Chair of Governors ..... Date .....

**Date Policy Last Reviewed: New Policy (2026)**

**Date:** March 2026

**Review Date:** March 2027

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### 1. Rationale and Principles

At Newbald Primary School, safeguarding, high-quality learning and positive behaviour are central to everything we do.

In line with current Department for Education guidance, pupils must not use mobile phones or internet-enabled devices during the school day.

As a primary school, we provide pupils with safe, filtered and monitored access to technology when required for learning. Personal devices are not necessary in school and can present safeguarding, distraction and data protection risks.

This policy reflects The Newbald Way values of:

- Kindness
- Respect
- Determination
- Positivity

We expect all members of our school community to use technology responsibly and safely.

This policy should be read alongside our:

- Behaviour Policy
- Safeguarding and Child Protection Policy
- Online Safety Policy
- Staff Code of Conduct

### 2. Definition of Devices

For the purposes of this policy, a mobile device includes:

- Mobile phones and smartphones
- Smartwatches capable of communication or photography
- Tablets with SIM capability
- Any device that can independently connect to the internet
- Any device capable of taking photographs, recording audio or recording video

### 3. Use of Mobile Phones by Pupils

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## **3.1 General Expectation**

Pupils are discouraged from bringing mobile phones or internet-enabled devices onto the school site. We recognise that some Year 6 pupils walk home independently and that, in certain circumstances, parents may wish their child to have a phone for use before or after school.

Mobile phones must not be used at any point during the school day, including:

- Before school once on site
- During lessons
- At breaktimes
- At lunchtimes
- After school whilst still on the premises

## **3.2 Procedure Where a Phone Is Brought to School**

Where a pupil brings a mobile phone to school:

- The phone must be switched off before entering the school grounds
- The phone must be handed in to the school office immediately on arrival
- The device will be stored securely during the school day
- The phone may be collected by the pupil at the end of the school day

Pupils must not keep phones in bags, trays or on their person during the school day.

The school accepts no responsibility for phones not handed in in accordance with this procedure.

## **3.3 If a Pupil Forgets to Hand in a Phone**

If a pupil forgets to hand their phone in, it will be at the discretion of the member of staff to determine whether this appears to be a genuine oversight.

If so:

- The phone will be sent to the school office
- The pupil may collect it at the end of the day

Repeated instances of "forgetting" will be treated as a breach of this policy and managed accordingly.

## **3.4 Smartwatches**

Smartwatches are permitted only if they:

- Function solely as a watch
- Do not have photography capability
- Are not connected to a secondary device
- Do not allow messaging, calls or internet access

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Any smartwatch that can take photographs, send messages or connect to a phone is not permitted in school.

If a device breaches these expectations, it will be treated as a mobile phone under this policy.

## **3.5 Use of Technology in School**

When pupils require access to technology for learning, they will use school-provided devices.

All school devices:

- Are filtered and monitored
- Require personalised logins
- Are used in accordance with our Online Safety procedures

This ensures pupils are safeguarded while developing responsible digital habits.

## **3.6 Breaches of This Policy**

If a pupil is found in possession of a mobile phone during the school day:

### **First breach:**

- The device will be confiscated
- It will be stored securely in the school office
- Parents will be informed
- The device will be returned to the pupil at the end of the school day

### **Repeated breaches:**

- The device must be collected by a parent or carer
- Further sanctions may be applied in line with the Behaviour Policy

Where there is reasonable suspicion that a device contains material that could cause harm, the school will act in accordance with DfE guidance on Searching, Screening and Confiscation and Keeping Children Safe in Education.

Sanctions will always be proportionate and take account of age, SEND and individual circumstances.

## **3.7 Exceptional Circumstances**

If parents believe their child requires a mobile device due to exceptional or extreme circumstances, they must contact the Headteacher in writing.

Adjustments may be agreed on a case-by-case basis.

## **4. Use of Mobile Phones by Staff**

Staff must model safe and professional behaviour at all times.

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Staff must not:

- Use personal mobile phones in front of pupils during contact time
- Use personal devices to photograph or record pupils
- Process personal data on personal devices

School equipment must be used for professional purposes.

Where staff require a phone for educational visits or emergency purposes, this will be managed in accordance with the Educational Visits Policy.

Failure to adhere to this policy may result in disciplinary action.

## **5. Parents, Visitors and Volunteers**

Parents, visitors and volunteers must:

- Keep phones on silent while on school premises
- Not use phones where pupils are present
- Not take photographs of other pupils
- Not post images from school events on social media without consent

Parents must contact the school office if they need to communicate with their child during the school day. Pupils must not be contacted directly on personal devices.

## **6. Loss, Theft or Damage**

The school accepts no responsibility for mobile phones or devices that are lost, damaged or stolen on school premises.

Confiscated devices will be stored securely in the school office.

## **7. Monitoring and Review**

This policy will be reviewed annually by the Headteacher and Governing Body.

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