

Heage Primary School



Mobile Phone & Smart Device Policy

Implementation Date: September 2026

Review Cycle: Annual

Approved by Governors: July 2026

1. Purpose of the Policy

This policy sets out how Heage Primary School will meet the statutory Department for Education (DfE) requirement that **pupils must not have access to mobile phones or smart devices at any point during the school day**. The aim is to:

- Safeguard pupils
- Reduce distraction and disruption
- Support positive behaviour and learning
- Promote a calm, safe school environment

This policy forms part of the school's Behaviour Policy and applies to all pupils.

2. Scope

This policy covers:

- Mobile phones
- Smart watches with communication or internet capability
- Tablets and other personal electronic devices capable of messaging, calling, recording, or internet access

Basic digital watches without connectivity are permitted.

3. School Procedure: Handing in Devices

To comply with statutory guidance, **all mobile phones and smart devices must be handed in at the school office every morning**.

Morning Procedure

- Pupils must hand their phone/device to the office **immediately upon arrival**.
- Devices must be **switched off** before being handed in.
- The office will store all devices securely in the school safe.
- Devices will remain locked away until the end of the school day.

Collection Procedure

- Devices can be collected by pupils at **3:25pm**.
- Pupils must take their device home immediately and must not switch it on until off school premises.

School Responsibility

- Devices are stored securely; however, **the school accepts no responsibility for loss, damage, or theft**.
- Bringing a device to school is entirely at the pupil's and parent's own risk.

4. Prohibition During the School Day

In line with DfE statutory guidance, pupils must **not have access to mobile phones or smart devices at any time**, including:

- Lessons
- Break and lunch
- Corridors and transitions
- Toilets
- After-school clubs (unless explicitly authorised)
- School trips (unless authorised by the Headteacher)

Any device found on a pupil during the school day is a breach of policy.

5. Confiscation and Sanctions

If a device is found on a pupil:

- It will be **confiscated immediately**.
- The device will be stored in the safe.
- **A parent or carer must collect the device in person** from the school office.
- The pupil will receive an appropriate sanction in line with the Behaviour Policy.

Repeat breaches

- May result in increased sanctions.
- A behaviour support plan may be put in place.
- Governors may be informed for persistent non-compliance.

6. Exceptions and Reasonable Adjustments

The school will make reasonable adjustments for pupils who require access to a mobile phone due to:

- **Medical needs** (e.g., diabetes monitoring)
- **Disability-related reasons** under the Equality Act 2010
- **Young carer responsibilities**
- **Other exceptional circumstances**

These must be agreed in advance with the Headteacher or SENDCo. Any permitted device will be stored in a controlled location (e.g., office) and accessed only under staff supervision.

7. Staff Expectations

- Staff must model appropriate behaviour by **not using personal phones** in front of pupils except in emergencies.
- Staff must enforce this policy consistently.
- Staff may confiscate devices when rules are breached.

- Staff must log incidents on the school behaviour system.

8. Searching, Screening and Confiscation (DfE Powers)

In accordance with DfE guidance, staff have the legal power to:

Search

- Conduct a search for a mobile phone or device if they reasonably suspect a pupil has one.
- Search without consent if necessary.
- Search bags, pockets, and outer clothing.

Confiscate

- Confiscate any prohibited item found.
- Retain the item for a reasonable period.
- Pass the item to parents for collection.

Accessing Data

- Staff **must not** access or delete data on a device unless there is a safeguarding concern or risk of harm.
- Any such action must be authorised by the Headteacher.

9. Communication

The school will ensure this policy is clearly communicated to:

- Pupils (assemblies, class reminders, posters)
- Parents (letters, newsletters, website, ClassDojo)
- Staff (trainings and briefings)
- Governors (policy approval and monitoring)

10. Monitoring and Review

- SLT will monitor compliance weekly during the first half-term.
- Behaviour logs will be reviewed for patterns or concerns.
- Adjustments will be made where needed.
- Governors will review the policy annually.

11. Summary for Pupils and Parents

- Bring your phone to school **only if necessary**.
- Hand it in at the office **every morning**.
- Collect it at **3:25pm**.
- If a phone is found on you, **parents must collect it**.
- The school takes **no responsibility** for devices.
- No pupil may access a phone during the school day.