



Mobile Phone Policy

Geoffrey Field Junior School

Written: March 2026

Review: March 2028

1. Aim of Policy

- 1.1.** Every school has a duty to create an environment that is calm, safe and free from distraction so all pupils, whatever their background, can learn and thrive. One of the greatest challenges facing schools is the presence of mobile phones. Today, by the age of 12, 97% of pupils own a mobile phone.
- 1.2.** Geoffrey Field Junior School is a phone-free environment. Although we recognise that mobile phones, and other smart technology (such as smartwatches) are an important part of everyday life for our pupils, parents/carers and staff. The school has a phone-free culture and expects all members of our school community to abide by this. .
- 1.3.** Our whole approach aims to mitigate against the potential dangers these technologies bring and therefore, this policy will address the main challenges posed by mobile phones and smart technology in school and how the school mitigates these risks.
 - Risks to child protection
 - Data protection issues
 - Potential for lesson disruption
 - Risk of theft, loss, or damage
 - Appropriate use of technology in the classroom
- 1.4.** This policy should be read in conjunction with the Education and Inspections Act (2006), Mobile phones in schools Guidance (2024), Keeping Children Safe in Education 2026, GFJS Safeguarding Policy and GFJS Data Protection Policy.

2. Pupils Devices

2.1. Personal mobile phones (personal devices)

- 2.1.1.** Pupils should only bring their phones into school if they are walking to school alone, or walking home alone, and therefore need to have them in case of an emergency. *The headteacher will decide on a case-by-case basis whether to allow for special arrangements beyond the circumstance listed.*
- 2.1.2.** Parents/carers are required to sign a permission slip confirming that their child requires a smartphone for the safety reasons listed.
- 2.1.3.** Upon entering the school site, pupils **must** switch off their smartphones and hand them in to the school office so they can be locked away for the duration of the school day. Phones will be returned to pupils at the end of the school day but must not be switched on until outside of the school site.
- 2.1.4.** Should a pupil bring their phone into the playground or teaching areas, then the device will be confiscated and the pupil's parent/carer informed. The pupil's parent/carer can then collect the device from the school office at the end of the day.

2.2. Smartwatches

- 2.2.1. **All** smartwatches are prohibited of any kind. This includes devices that sync via Bluetooth to a phone that can receive notifications or messages or devices that have the ability to record audio and/or video.
- 2.2.2. Activity trackers (such as fitbits) are also prohibited in school as they create a potential distraction, are not essential to learning and can feature audio recording technology.
- 2.2.3. Should a pupil bring a smartwatch onto the school site then the device will be confiscated and the pupil's parent/carer informed. The pupil's parent/carer can then collect the device from the school office at the end of the day.
- 2.2.4. It is important that all distractions are removed to enable pupils to be fully present and engaged in the classroom. Smart technology can be a distraction that negatively impacts the calm and safe environment that children learn best in.
- 2.2.5. The headteacher will decide on a case-by-case basis whether to allow for special arrangements for smart technology (i.e. medical glucose trackers or cardiac monitoring).

2.3. Behaviour and bullying

- 2.3.1. Incidents of negative behaviour, bullying or disruption involving mobile phones and/or smart devices will not be tolerated. All such incidents will be dealt with strictly in accordance with our Behaviour Policy, Anti-Bullying Policy and Acceptable Use Policy (AUP).
- 2.3.2. This includes, but is not limited to:
 - **Cyberbullying:** Sending abusive, harassing, or threatening messages, or creating derogatory content targeting students or staff.
 - **Unauthorised Recording:** Filming, photographing, or recording students or staff without their explicit, prior consent, or distributing such media (including via social media, AirDrop, or group chats).
 - **Bystander Behaviour:** Sharing, liking, or participating in group chats (e.g., WhatsApp, Snapchat) that facilitate the bullying or humiliation of a member of the school community.
- 2.3.3. In line with DfE guidance, the school reserves the right to discipline pupils for behaviour outside of school hours, online or offline, where it impacts the wellbeing of members of the school community or brings the school into disrepute.
- 2.3.4. In addition to standard school sanctions, the school reserves the right to **confiscate** devices. Under UK education law, authorised staff have the statutory power to **search** digital devices and **delete** data or images if they have good reason to suspect the device has been used to break school rules, cause offence, or commit an offence. Serious incidents involving illegal content (e.g., indecent images or extreme cyberbullying) will be referred directly to the Police and the Digital Safeguarding Lead (DSL).

2.4. Accessing the Internet

- 2.4.1. By removing mobile phones from the school day, we can create a safe space where pupils are protected from the risks and dangers associated with social media and cyber-bullying, as well as the peer pressure and possible stigma associated with owning what are often expensive devices.
- 2.4.2. Any attempt to connect a smartphone or smart device to the internet, through WiFi connection (be it the school's WiFi or otherwise) or bluetooth from an associated smartphone, will be addressed through the school's behaviour policy.

3. Adult Devices

3.1. Personal mobile phones (personal devices)

- 3.1.1. In order to model the school's phone-free culture, staff are prohibited from using personal mobile phones for personal reasons (e.g., social media, personal messaging, or calls) in the presence of pupils.
- 3.1.2. Staff are permitted to carry personal mobile telephones for the purpose of multi-factor verification and for contact in emergency. Staff are asked to login to systems requiring MFA before the pupils have entered the teaching area (e.g. logging in to the school's MIS before the school day begins).
- 3.1.3. All staff must refrain from using their mobile device when pupils are present.
- 3.1.4. Use of personal devices is restricted to designated staff areas (e.g., the staff room) during non-contact time.
- 3.1.5. If any staff member has a family emergency or similar and is required to keep their mobile phone to hand or answer a call while in the presence of the pupils, then the head teacher must be made aware in advance. The staff member should remove themselves from the teaching area as soon as possible.
- 3.1.6. Photographs of children should never be taken on a mobile phone. To safeguard the children in our care, photographs should only be taken on school devices and used in accordance with our data protection policy.
- 3.1.7. Staff should not under any circumstances share any content on their personal devices (mobile phone, smart device, etc...) with pupils

3.2. Smartwatches

- 3.2.1. Staff may wear smartwatches for fitness or health tracking provided they do not disrupt the 'phone-free' environment. During contact time, all communication features (calls, texts, app notifications) must be disabled. This can be scheduled to 'Do not disturb' or by enabling flightmode.
- 3.2.2. Staff must not use smartwatches to process school data (e.g., voice-to-text notes about an identifiable pupil), including the use of integrated AI assistants.
- 3.2.3. Staff are strictly prohibited from using wearables to take photographs, videos, or audio recordings of any pupil or staff member.
- 3.2.4. Reasonable adjustments will be made for staff with medical or accessibility requirements. These should be discussed with the head teacher in advance of wearing/using any said device.

3.3. Governors, Visitors, Volunteers & Contractors

- 3.3.1. All governors, visitors, volunteers and contractors on the school site must refrain from using personal mobile phones or smart devices while in the presence of pupils.
- 3.3.2. Should a governor, visitor, volunteer or contractor need to make an urgent call or check their device, then they should either leave the school site or find a suitable area such as the staff room. If you receive an urgent or emergency call related to work or family, remove yourself immediately from any areas used by pupils to take the call.
- 3.3.3. To safeguard the children in our care, photographs, videos or audio recordings of pupils must never be taken on personal mobile phones or wearable smart devices.
- 3.3.4. Any photography or recording required must be pre-approved by the Headteacher and conducted strictly using school-owned devices.
- 3.3.5. If you are wearing a smartwatch or health tracker, all communication and interactive features (such as calls, texts, and app notifications) must be disabled or set to 'Do Not Disturb' while you are in contact areas with pupils.
- 3.3.6. All governors, visitors, volunteers and contractors are strictly prohibited from using smartwatches or wearables to record pupils or to process school/pupil data.
- 3.3.7. Governors, visitors, volunteers and contractors are required to acknowledge and agree to adhere to our safeguarding culture and abide by these regulations. Failure to comply with these guidelines may result in being asked to leave the premises.

4. Loss, Theft or Damage

- 4.1.** Pupils bringing phones or other smart devices to school must ensure that they are appropriately labelled.
- 4.2.** Pupils must secure their smartphones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- 4.3.** The school accepts no responsibility for smartphones or other smart devices that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

5. Monitoring and Review

- 5.1.** The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare.
- 5.2.** The school acknowledges that technology is constantly evolving and reserves the right to update this policy as and when required to keep our pupils safe.



Mobile Phone Policy

Guidance for Governors, Visitors, Volunteers & Contractors: Mobile Phone & Smart Technology

Welcome to Geoffrey Field Junior School. To mitigate risks concerning child protection, data protection and classroom disruption, our school operates as a strict **phone-free environment**.

All visitors, volunteers, volunteers and external contractors are considered part of our wider school community and are expected to fully comply with the following guidelines while on the school site:

- All visitors, volunteers and contractors on the school site **must refrain from using personal mobile phones or smart devices while in the presence of pupils.**
- Should a visitor or contractor need to make an urgent call or check their device, then they should either leave the school site or find a suitable area such as the staff room. If you receive an urgent or emergency call related to work or family, remove yourself immediately from any areas used by pupils to take the call.
- To safeguard the children in our care, **photographs, videos or audio recordings of pupils must never be taken** on personal mobile phones or wearable smart devices.
- Any photography or recording required must be pre-approved by the Headteacher and conducted strictly using school-owned devices.
- If you are wearing a smartwatch or health tracker, all communication and interactive features (such as calls, texts, and app notifications) this **must be disabled or set to 'Do Not Disturb'** while you are in contact areas with pupils.
- All visitors, volunteers and contractors are strictly prohibited from using smartwatches or wearables to record pupils or to process school/pupil data.
- If photography is essential to complete work, then this should be stated when registering on arrival. Photography must be supervised by a member of Geoffrey Field staff and must not be conducted in the presence of pupils.
- **Visitors, volunteers and contractors are required to acknowledge and agree to adhere to our safeguarding culture and abide by these regulations.** Failure to comply with these guidelines may result in being asked to leave the premises.

Thank you for your cooperation in keeping our children safe.