



Bentley CE Primary School

Mobile Phone and Smart Technology Policy

Review date	Sept 2026
Period of review	3 years
Next review due:	Sept 2029
Governor Committee	FGB

Policy statement

Bentley CE Primary School is a mobile phone-free school throughout the school day. Pupils must not have access to mobile phones, smartwatches or other personal communication or recording devices during lessons, breaktimes, lunchtimes, clubs or any other part of the school day.

Only pupils in Year 6 may bring a mobile phone to school. Any phone brought to school must be switched off before the pupil enters the school site, handed into the school office immediately on arrival and collected from the office when the pupil leaves. It must remain switched off until the pupil is off the school site.

1 Introduction and rationale

The safety, wellbeing and education of our children are at the heart of all that we do. A mobile phone-free school day supports calm, focused learning; positive face-to-face relationships; safe play; and protection from inappropriate content, unwanted communication, cyberbullying and unauthorised photography or recording.

This policy reflects the Department for Education statutory guidance Mobile phones in schools, updated on 29 June 2026 and applicable from 1 September 2026. That guidance expects schools to prohibit pupils' access to mobile phones and similar smart technology throughout the school day, while making appropriate individual adjustments where required.

2 Aims

- maintain a calm, safe and distraction-free learning environment
- protect pupils' privacy, wellbeing and safeguarding
- prevent unauthorised photographs, video or audio recordings
- promote positive face-to-face communication, friendship and play
- set clear and consistent expectations for pupils, parents, staff and visitors
- allow a carefully managed arrangement for Year 6 pupils who need a phone for their journey to or from school

3 Expectations for pupils

Pupils in Reception to Year 5 must not bring a mobile phone to school.

A pupil in Year 6 may bring a mobile phone to school where their parent considers it necessary for communication or safety when travelling to or from school. The following procedure applies to every phone, including a smartphone:

- The phone must be switched off before the pupil enters the school site.
- The pupil must take the phone directly to the school office on arrival and hand it to a member of staff.
- The phone will be stored securely in the school office for the whole school day.
- The pupil must not access the phone at any point during the school day.
- The pupil must collect the phone from the school office when leaving school.
- The phone must remain switched off until the pupil is completely off the school site.

Phones are brought onto the school premises at the family's own risk. The school cannot accept responsibility for loss of, theft of or damage to a personal device, except where liability cannot lawfully be excluded.

4 Smartwatches and other connected devices

The same principles apply to personal technology with communication, internet, notification, camera or recording functions, including smartwatches and similar connected devices. Pupils must not use a personal device during the school day to:

- send or receive calls, messages or notifications
- access the internet, social media or online services
- take photographs or make video or audio recordings
- communicate with anyone outside school

A standard watch or child-focused activity tracker without active communication, internet or recording functions may be worn, provided it does not distract the pupil or others. A connected device with mobile-phone-style functionality must be left at home or, if exceptionally brought to school, handed into the office for the whole day.

5 Contact during the school day

Parents must not contact their child directly on a personal device during the school day. Urgent or important messages should be given to the school office, and staff will pass them on appropriately.

If a pupil needs to contact a parent during the school day, this will be arranged through the school office. Pupils will not be given access to their personal phone for routine communication.

6 Exceptions and reasonable adjustments

The Headteacher may agree an individual exception where access to particular technology is necessary because of:

- a medical condition or disability
- a special educational need
- a safeguarding or young-carer need
- another exceptional individual circumstance

Any adjustment will be considered on its individual merits, agreed with the parent and recorded. It will specify the purpose, times, location and supervision arrangements. An exception for one pupil does not create a general entitlement to use a phone during the school day.

7 Breaches of this policy

If a pupil brings an unauthorised phone or device to school, fails to hand it in, accesses a phone during the school day or switches it on while still on the school site:

1. the device will be taken to the school office and stored securely
2. the pupil will be reminded of the school's expectations
3. the parent will be informed where appropriate
4. the school may require the device to be collected by a parent
5. repeated or deliberate breaches will be managed in line with the Behaviour Policy, and permission to bring a phone may be withdrawn

Any use of a device to photograph, film or record another person without permission, access or share inappropriate material, bully or harass, or create any other safeguarding concern will be treated seriously. Staff will follow the Behaviour, Online Safety and Safeguarding and Child Protection policies, including referral to the Designated Safeguarding Lead where appropriate.

Any search, confiscation or retention of a device will be carried out lawfully, proportionately and in line with current Department for Education guidance and the school's Behaviour Policy.

8 Online safety education

Removing phones from the school day is one part of our wider approach to online safety. Bentley CE Primary School:

- teaches age-appropriate online safety through the curriculum
- helps pupils understand the risks and benefits of technology
- teaches pupils to make safe, respectful and responsible choices online
- shares relevant online safety information and updates with families
- encourages open conversations between pupils, parents and school about online experiences

9 Responsibilities of parents and carers

Parents and carers are asked to support the policy by ensuring that pupils in Reception to Year 5 do not bring a phone to school and that any Year 6 pupil who does bring one understands and follows the office hand-in procedure. Parents should use the school office for all communication with pupils during the school day.

10 Staff use of mobile phones

Staff are expected to model responsible use of mobile technology and to enforce this policy consistently. Personal phones must not be used for personal reasons in front of pupils during the school day, except in an emergency or where there is a legitimate operational or professional reason authorised by the school.

Staff must follow the school's safeguarding, data protection and acceptable-use requirements. Personal devices must not be used to photograph or record pupils for school purposes unless this is specifically authorised under school procedures.

11 Visitors, volunteers and contractors

Visitors, volunteers and contractors must use mobile phones responsibly and follow the school's safeguarding arrangements. Devices must not be used in a way that disrupts learning or compromises privacy or safeguarding. Children must not be photographed, filmed or recorded without explicit permission from the school.

12 Educational visits and residential trips

The same principles normally apply to educational visits and school activities. Pupils must not bring personal mobile phones unless the school has specifically agreed different arrangements for a particular visit. Any different arrangements will be communicated to parents in advance. Parent helpers are asked not to use personal mobile phones in front of pupils except in an emergency or as directed by the visit leader.

13 Monitoring and review

The Headteacher is responsible for implementing this policy, supported by all staff. The policy will be communicated to pupils and parents and published by the school. It will be reviewed annually, or sooner if guidance changes, safeguarding concerns indicate a need for review or developments in technology require the school's approach to be updated.

Reference

Department for Education, Mobile phones in schools, statutory guidance updated 29 June 2026, to be followed from 1 September 2026.