



The Gem Federation

Mobile Phone and Smart Device Policy

1. Policy Statement

The school recognises that mobile phones and smart devices are an integral part of modern life. This policy aims to:

- Safeguard children and adults.
- Protect privacy and confidentiality.
- Promote a positive learning environment.
- Ensure compliance with safeguarding, data protection and online safety requirements.
- Reduce disruption to teaching and learning.

This policy applies to:

- Pupils
- Staff
- Volunteers
- Governors
- Contractors
- Visitors
- Any individual on school premises or participating in school activities

For the purposes of this policy, "mobile phones and smart devices" include mobile phones, smartphones, smart watches, tablets, cameras and any device capable of recording, storing or transmitting images, sound or data.

2. Legal and Safeguarding Framework

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Staff Code of Conduct
- Online Safety Policy
- Data Protection (GDPR) Policy
- Behaviour Policy
- Acceptable Use Agreements

The welfare and safety of children remain paramount at all times.

3. Pupils

Bringing Mobile Phones to School

Where parents/carers believe a child requires a mobile phone for travelling to and from school independently:

- The phone must be switched off before entering the school site.
- Phones must not be used during the school day.
- Phones must be handed to the school office or another designated member of staff at the beginning of the day if this is the school's agreed procedure.

The school accepts no responsibility for loss, theft or damage to personal devices.

Use During the School Day

Pupils must not:

- Use mobile phones during the school day.
- Access social media on school premises.
- Take photographs or videos.
- Record staff, pupils or visitors.
- Use phones in toilets or changing areas.

Any unauthorised use may result in the device being confiscated and parents/carers being informed.

Smart Watches

Smart watches with communication, internet access or recording functions will be treated in the same way as mobile phones.

4. Staff

General Expectations

Staff must maintain professional boundaries and model appropriate behaviour at all times.

Personal mobile phones should:

- Be kept on silent mode during working hours.
- Be stored securely and out of sight while teaching or supervising pupils.
- Only be used during break times and non-contact periods in designated staff areas.
- Never distract from supervision responsibilities.

Communication with Parents

Staff must not:

- Use personal phone numbers to communicate with pupils.
- Use personal phone numbers to communicate with parents unless specifically authorised by the Headteacher.

Approved school communication systems should be used for all professional communication.

Photography and Video

Personal devices must never be used to:

- Photograph pupils.
- Video pupils.
- Record conversations involving pupils.

Where photographs or videos are required for educational purposes:

- Only school-approved devices should be used.
- Images must be stored in accordance with data protection procedures.
- Appropriate parental permissions must be in place.

Social Media and Messaging

Staff must not:

- Communicate with pupils through personal social media accounts.
- Accept pupils as friends or followers on personal social media.
- Share confidential school information through personal messaging apps.

5. Volunteers, Governors and Students on Placement

Volunteers, governors and placement students:

- Must comply with this policy whilst on site.
- Must not use personal devices to photograph or record children.
- Must store phones securely during activities involving pupils.

Any safeguarding concerns relating to device use must be reported immediately.

6. Visitors and Contractors

Visitors and contractors are expected to:

- Follow school safeguarding procedures.
- Keep mobile phones on silent.

- Avoid mobile phone use when working directly with children.
- Never photograph or record children without explicit permission from the Headteacher.

Staff should challenge and report any inappropriate use of devices by visitors.

7. School Trips and Educational Visits

Specific arrangements will be communicated to parents before the visit.

Staff should:

- Follow school safeguarding procedures.
- Use school-approved devices wherever possible.
- Ensure photographs are taken and stored securely.

8. Data Protection and Confidentiality

Mobile phones and smart devices must not be used to:

- Store confidential pupil information.
- Store safeguarding records.
- Photograph sensitive documents.
- Share personal data through unapproved applications.

Any accidental data breach must be reported immediately to the Headteacher and Data Protection Lead.

9. Lost, Stolen or Misused Devices

Any lost or stolen device containing school information must be reported immediately.

The school may take appropriate action where:

- Devices are used inappropriately.
- Safeguarding is compromised.
- Confidential information is shared.
- School policies have been breached.

10. Monitoring and Enforcement

Failure to comply with this policy may result in:

Pupils

- Confiscation of device.
- Parental involvement.
- Behaviour sanctions in line with the Behaviour Policy.

Staff

- Management action.
- Investigation under disciplinary procedures.
- Referral to external agencies where safeguarding concerns arise.

Visitors

- Removal from site.
- Restriction of future access.
- Referral to relevant authorities if necessary.

11. Exceptional Circumstances

The Headteacher may authorise exceptions to this policy where there are legitimate medical, safeguarding or operational reasons.

All exceptions should be risk assessed and documented where appropriate