



LETHBRIDGE PRIMARY SCHOOL

MOBILE PHONE AND SMART DEVICE POLICY

Reviewed: October 2026

Review date: July 2027

Lethbridge Primary School is part of Blue Kite Academy Trust. This policy should be read in conjunction with the policies and guidance listed below, with which it complies.

Statutory guidance

This policy has been developed having regard to the Department for Education's statutory guidance, *Mobile phones in schools*, updated on 29 June 2026, which schools should follow from 1 September 2026.

Trust-wide expectation

All Blue Kite Academy Trust schools, including Lethbridge Primary School, will operate as mobile phone-free environments by default. Pupils must not use or have access to mobile phones or personal smart communication devices throughout the school day. Any exception must be individual, necessary, proportionate, authorised in advance and limited to a specified purpose, time and location. Lethbridge's procedures for how devices are handed in, securely stored, recorded and returned are set out in Appendix 1, and do not weaken this Trust-wide expectation.

Related policies and guidance:

- Trust and School Safeguarding and Child Protection Policy
- School Behaviour Policy
- Online Safety Policy
- Staff Code of Conduct
- Acceptable Use Policy
- Educational Visits Policy
- Supporting Pupils with Medical Conditions Policy
- Special Educational Needs and Disabilities Policy
- DfE statutory guidance: *Mobile phones in schools*
- DfE statutory guidance: *Searching, screening and confiscation at school*

1. POLICY PURPOSE, SCOPE AND APPLICATION

Blue Kite Academy Trust and Lethbridge Primary School are committed to providing a safe, inclusive and focused learning environment in which all pupils can learn, play and develop without unnecessary distraction. Limiting access to mobile phones and other personal smart communication devices during the school day supports pupils' concentration, safeguarding and wellbeing, reduces opportunities for bullying and encourages positive social interaction.

This policy sets out consistent Trust-wide expectations for the possession, storage and use of mobile phones, smart watches and other personal smart communication devices. At Lethbridge Primary School it applies to:

- all pupils;
- parents and carers;
- staff and volunteers; and
- visitors and contractors when on school premises or taking part in school-led activities.

For the purposes of this policy, a personal smart communication device includes:

- mobile phones and smartphones;
- smart watches capable of sending or receiving calls, messages or notifications;
- devices capable of accessing the internet;
- devices capable of taking photographs or recording audio or video (e.g. smart glasses); and
- other personal electronic devices with functionality similar to a mobile phone.

This policy does not apply to devices supplied by or on behalf of the school for authorised educational use. Any approved use of a pupil-owned laptop or tablet will be governed by the school's acceptable-use procedures. Mobile phones must not form part of a bring-your-own-device arrangement.

The prohibition applies from the point at which a pupil enters the school site at the beginning of the day until the pupil leaves the site at the end of the day. This includes breakfast club, after-school clubs and other school-led provision taking place on the school site. Separate arrangements for educational visits, residential visits and activities taking place away from the school site are set out in Section 7.

2. POLICY PRINCIPLES

Our approach is underpinned by the following principles:

- Safeguarding children is paramount.
- Learning time should be free from unnecessary distraction.
- Pupils should be encouraged to interact positively during breaktimes and lunchtimes.
- The school environment should support pupils' wellbeing.
- The school should minimise risks associated with bullying, online harm, inappropriate communication and unauthorised photography or recording.
- Any exceptions, reasonable adjustments, sanctions and confiscation arrangements will be necessary, reasonable and proportionate.

3. EXPECTATIONS FOR PUPILS

3.1 Mobile phone-free environment

Lethbridge Primary School is a mobile phone-free environment by default. Pupils must not use or have access to a mobile phone or other personal smart communication device at any point during the school day, including lessons, movement around the school, breaktimes and lunchtimes.

3.2 Devices covered

This expectation applies to all personal smart communication devices defined in Section 1, including smartphones and smart watches with communication, internet or recording functionality. A simple fitness tracker without communication, internet-access or recording functionality may be permitted at the Headteacher's discretion.

3.3 Prohibited use

Pupils must not:

- access or use a personal device during lessons, transitions, breaktimes or lunchtimes;
- make or receive calls, messages or notifications;
- access social media;
- photograph, film or record pupils, staff or visitors;
- share messages, images, audio or recordings relating to school;
- use a personal device to contact parents or carers during the school day; or
- use a personal device on an educational visit unless an individual exception has been authorised in advance under this policy.

4. BRINGING A DEVICE TO SCHOOL, STORAGE AND RETURN

4.1 Devices required for travel

Where a parent or carer decides that their child needs a mobile phone for safety reasons before or after school (for example, a Year 6 pupil who travels to or from school independently), they must request permission from the school in advance. Bringing the device to school does not permit the pupil to access or use it during the school day. The school reserves the right to prohibit a pupil from bringing a device onto the school site where this is considered necessary and proportionate.

4.2 Switching off and secure storage

- The device must be switched off before the pupil enters the school site.
- The device must not be used anywhere on the school site.
- The device must be handed in or placed in the school's approved secure-storage arrangement immediately on arrival.

4.3 Lethbridge arrangements

Lethbridge Primary School's arrangements for receiving, recording, securely storing and returning devices are set out in Appendix 1. These arrangements are communicated clearly to pupils and parents and do not weaken the Trust-wide expectation.

4.4 Responsibility for personal devices

Personal devices are brought onto school premises at the pupil's and parent's own risk. The school will take reasonable care of devices handed in or confiscated in accordance with this policy but cannot guarantee against loss, theft or damage. Any concern will be considered in light of the particular circumstances.

5. EXCEPTIONS, INDIVIDUAL CIRCUMSTANCES AND REASONABLE ADJUSTMENTS

The default expectation is that pupils will not have access to mobile phones or personal smart communication devices during the school day. The Headteacher may authorise an exception where this is necessary:

- as a reasonable adjustment for a disabled pupil;
- to support the management of a medical condition;
- to meet an identified safeguarding or welfare need;
- because of exceptional individual or home circumstances, including, where relevant, the pupil's responsibilities as a young carer; or
- to support another clearly evidenced need where limited access is necessary and proportionate.

Any exception must be agreed in advance and recorded. It must identify the reason, permitted device, specific purpose, authorised times and locations, supervision arrangements and review date. An exception does not provide unrestricted access to or use of the device.

6. COMMUNICATION DURING THE SCHOOL DAY

Parents and carers who need to contact their child during the school day must contact the school office. The school will relay messages or facilitate contact where necessary. Pupils must not use a personal mobile phone or smart communication device to contact parents or carers unless this forms part of an authorised individual arrangement. Where a pupil needs to contact home, this will take place through the school office. The school office is also the place for pupils to go if they have mislaid their parent or carer on the playground or have a problem getting home.

7. EDUCATIONAL VISITS, RESIDENTIAL VISITS AND OUT-OF-HOURS ACTIVITIES

7.1 Visits during the school day

The normal prohibition applies on educational visits taking place during the school day. Pupils must not use personal mobile phones or smart communication devices unless an individual exception has been authorised in advance for medical, disability, safeguarding or other exceptional reasons. School-owned devices should normally be used where technology is required for an educational purpose.

7.2 Residential visits and out-of-hours activities

For residential visits (such as the Year 4 and Year 6 residentials) or activities taking place outside the normal school day, the Headteacher or visit leader will determine appropriate arrangements through the visit risk assessment. Any permitted use will be limited to specified purposes, times and locations and communicated to pupils and parents before the visit.

8. BREACHES, SANCTIONS AND CONFISCATION

8.1 Responding to a breach

Breaches of this policy will be addressed in line with the school's Behaviour Policy. Possible responses may include a reminder and correction, confiscation, parental notification, parent or carer collection, withdrawal of permission to bring a device onto the school site, or another proportionate sanction.

8.2 Confiscation

Authorised staff may confiscate a device where this policy has been breached, where there is a safeguarding concern, or where there is reason to believe that the device is relevant to a behaviour or safeguarding incident. Confiscated devices must be recorded, stored securely and returned in accordance with the arrangements in Appendix 1.

The nature and duration of any sanction or confiscation will be reasonable and proportionate. Staff will consider the seriousness and circumstances of the breach, the intended disciplinary outcome and relevant individual circumstances, including the pupil's age, SEND, disability, medical needs and safeguarding context.

Repeated or serious breaches may result in further sanctions under the school's Behaviour Policy, a requirement for the device to be collected by a parent or carer, or withdrawal of permission to bring a device onto the school site. Where a breach raises a safeguarding concern, staff must follow Section 10 of this policy.

9. SEARCHING AND CONCERNS ABOUT DEVICE CONTENT

9.1 Searching for a device

This policy forms part of the school's approach to behaviour and must be read and implemented alongside the school's Behaviour Policy. The Behaviour Policy and school rules identify mobile phones and personal smart communication devices as items which authorised staff may search for where there are reasonable grounds to suspect that a pupil possesses one in breach of the school rules. Any search will be carried out in accordance with current statutory guidance on searching, screening and confiscation.

9.2 Concerns about content

Staff must not routinely access or search content held on a pupil's device. Where there is a concern about content, staff must secure the device, report the matter to the Headteacher and Designated Safeguarding Lead, and follow current statutory guidance, the Trust's safeguarding procedures and applicable legal requirements.

9.3 Suspected crime or significant harm

Where there is a suspected crime or risk of significant harm, the school will consider whether the device should be passed to the police without its content being accessed by school staff.

10. SAFEGUARDING AND ONLINE SAFETY

Mobile phones and smart communication devices can present safeguarding risks, including cyberbullying, exposure to inappropriate content, sharing harmful or illegal images, contact from unknown individuals, online exploitation and unauthorised photography or recording.

Where a breach or suspected device content indicates that a pupil may be suffering, or may be at risk of, harm, staff must report the concern immediately to the Designated Safeguarding Lead or a deputy and follow the Trust Safeguarding and Child Protection Policy. The DSL will determine whether pastoral support, early help, referral to children's social care or contact with another agency is required.

Where an incident raises a safeguarding concern, the safeguarding response will take priority. Any behavioural response will be considered alongside, and must not impede, action required to protect a child.

This policy should be read alongside the Trust Safeguarding and Child Protection Policy, the Online Safety Policy and the school's Behaviour Policy.

11. EXPECTATIONS FOR STAFF, VOLUNTEERS, VISITORS AND CONTRACTORS

11.1 Staff and volunteers

Staff and volunteers must consistently model and enforce the Trust's mobile phone expectations. They must not use personal mobile phones for personal reasons in front of pupils during the school day. Limited professional use may be authorised where necessary for an approved school purpose, such as multi-factor authentication or another agreed operational requirement. Such use must be professional, proportionate and consistent with safeguarding, staff conduct, acceptable-use and data-protection requirements.

Staff and volunteers must not use a personal device to photograph, video or record pupils unless expressly authorised under an approved Trust or school procedure.

11.2 Visitors and contractors

Visitors and contractors must not use personal mobile phones in the presence of pupils unless authorised for an appropriate operational reason. They must not photograph, video or record pupils using a personal device. These expectations will be communicated through the school's safeguarding and visitor procedures.

12. SUPPORTING PUPIL UNDERSTANDING

Pupils will be reminded of the policy, including the consequences of breaching it, at the start of each academic year and at appropriate intervals. Through the curriculum, including our PSHE and online safety teaching, and wider safeguarding education, pupils will be taught about:

- distraction and loss of focus;
- disruption to learning;
- bullying and online harm;
- personal information, images and data;
- responsible online behaviour; and
- the social, emotional and educational benefits of a mobile phone-free school environment.

13. PUBLICATION, COMMUNICATION AND INDUCTION

Lethbridge Primary School will:

- publish this policy and its completed school-specific arrangements (Appendix 1) on the school website;
- explain the policy, its rationale and the consequences of breaches to parents and carers, including through the school newsletter;
- include the expectations in pupil, staff and volunteer induction;
- communicate relevant expectations to visitors and contractors;
- make storage, collection and emergency-contact arrangements clear;
- communicate any material change before it takes effect; and
- respond to parents' questions or concerns in a timely manner.

14. ROLES AND RESPONSIBILITIES

14.1 Trust Board

- Approve and review this policy.
- Oversee compliance with statutory and safeguarding expectations.
- Seek assurance that the policy is implemented consistently across the Trust.

14.2 Local governing body

- Seek assurance that the policy is implemented consistently within the school.
- Monitor relevant patterns, risks and exceptions through appropriate reporting.
- Support clear communication of the Trust-wide expectation within the school community.

14.3 Headteacher

- Implement this policy and establish the school-specific procedures in Appendix 1.
- Ensure staff understand and apply the expectations consistently.
- Monitor implementation and ensure breaches are recorded and patterns reviewed.
- Review whether individual exceptions remain necessary and proportionate.
- Report implementation assurance to the local governing body and Trust as required.
- Ensure new staff, pupils, parents and carers understand the policy.

14.4 Staff and volunteers

- Implement the policy consistently.
- Model appropriate personal device use.
- Report safeguarding concerns immediately.
- Apply sanctions fairly and proportionately.

14.5 Parents and carers

- Support the school's expectations.
- Discuss safe and responsible technology use with their child.
- Ensure any device brought to school complies with this policy and the arrangements in Appendix 1.
- Use the school office as the route for contacting their child during the school day.

14.6 Pupils

- Follow the Trust-wide expectation and the school's procedures.
- Hand in devices as required.
- Use any authorised exception only for its agreed purpose, time and location.
- Report concerns about inappropriate device use to a trusted adult.

15. MONITORING, ASSURANCE AND REVIEW

Monitoring will consider the consistency of implementation, patterns of breaches, the use and review of individual exceptions, safeguarding concerns and feedback from schools. The policy will be reviewed by 31 July 2027 following its first full year of implementation and at least every two years thereafter. It may be

reviewed earlier following changes to legislation or statutory guidance, safeguarding learning, implementation evidence or Trust practice.

APPENDIX 1: LETHBRIDGE PRIMARY SCHOOL ARRANGEMENTS

These arrangements reflect the Trust-wide expectation and are communicated clearly to pupils, parents, staff and relevant adults. Items in square brackets are to be confirmed before the policy is approved locally and published.

Required detail	Lethbridge Primary School arrangement
School name	Lethbridge Primary School
Named responsible leader	Headteacher, Lisa Mayes
Permission to bring a device	Parents/carers who need their child to carry a phone for travel (usually Year 6 pupils who travel to or from school independently) must request a permission letter from the school office before the device is brought in.
Smart watches	Smart watches that can make or receive calls, messages or notifications, access the internet or take photographs are treated in the same way as mobile phones. A simple fitness tracker may be worn at the Headteacher's discretion.
Device hand-in point	Switched off before entering the site and handed to the class teacher on arrival in the classroom. [to confirm]
Staff responsible for receiving devices	Class teacher (or the adult covering the class).
How receipt is recorded	Class device log checked at registration
Secure-storage location	Cupboard or box in each classroom secured by the teacher
Daily collection and return arrangements	Returned by the class teacher at the end of the school day as the pupil leaves; the device stays switched off until the pupil is off the school site.
Arrangements for uncollected devices	As appropriate: moved to the school office, stored securely and parent/carer contacted the same day
Parent collection following repeated or serious breaches	Device held securely in the school office and returned only to a parent or carer.
Breakfast club and after-school provision	Devices handed to the club lead on arrival and returned on collection
Emergency contact route	School office: 01793 535033 Messages are passed to pupils by office staff.
Date local arrangements approved	13.10.2026