

The Gates Primary School

Mobile Devices Policy

1. Statement of Intent

At The Gates Primary School, we are committed to providing a safe, calm and purposeful learning environment in which all pupils can thrive.

While we recognise that some parents choose to provide their child with a mobile phone for personal safety — particularly pupils in Year 5 and Year 6 who may walk to and from school independently — mobile phones and personal electronic devices present potential safeguarding, privacy and disruption risks.

The school operates as a **mobile phone-free environment during the school day**.

This policy sets out clear expectations to:

- Safeguard pupils and staff
- Protect privacy and dignity
- Prevent distraction and disruption
- Promote positive behaviour and focus
- Ensure consistency across the school community

2. Legal Framework

This policy has due regard to relevant legislation and statutory guidance including:

- DfE *Mobile phones in schools: guidance for school leaders*
- DfE *Behaviour in Schools*
- DfE *Keeping Children Safe in Education 2025*
- DfE *Searching, screening and confiscation at school*
- Data Protection Act 2018
- UK GDPR
- Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003

This policy should be read alongside the school's:

- Behaviour Policy

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- Child Protection and Safeguarding Policy
- Anti-bullying Policy
- Online Safety Policy
- Searching, Screening and Confiscation Policy
- Social Media Policy
- Staff Code of Conduct
- Complaints Procedures Policy
- Records Management Policy

3. Scope of the Policy

Personal electronic devices include, but are not limited to:

- Mobile phones
- Smart watches capable of communication or recording
- Tablets
- Handheld gaming devices
- Any device capable of image capture, video recording or internet access

4. Roles and Responsibilities

The Governing Board will:

- Approve and review this policy annually
- Monitor implementation and impact
- Ensure the policy does not unlawfully discriminate

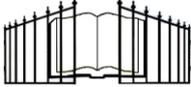
The Headteacher will:

- Ensure consistent day-to-day implementation
- Communicate expectations to staff, pupils and parents
- Determine appropriate sanctions where breaches occur
- Ensure alignment with safeguarding and behaviour procedures

The Designated Safeguarding Lead (DSL) will:

- Manage safeguarding concerns relating to device misuse
- Liaise with external agencies where required
- Ensure incidents are recorded appropriately

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Staff will:

- Apply the policy consistently and proportionately
- Confiscate devices where appropriate
- Report safeguarding concerns to the DSL
- Model appropriate use of mobile devices
- Avoid using personal mobile phones in front of pupils for non-work-related purposes
- Please refer to Staff Code of Conduct for detailed clarification on staff use of Mobile Phones

Pupils will:

- Follow the expectations set out in this policy
- Hand in devices as required
- Not access their device during the school day

5. Acceptable Use

Who may bring a mobile phone to school?

Only pupils in **Year 5 and Year 6** are permitted to bring a mobile phone to school.

Phones may only be brought for the purpose of ensuring safe travel to and from school.

Pupils in other year groups must not bring mobile phones unless exceptional circumstances have been agreed in advance by the Headteacher.

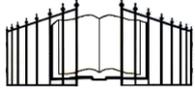
Procedure on Arrival

- Once pupils enter the school grounds (inside the fencing), phones must be **switched off** (not on silent).
- Phones must not be used anywhere on the school site.
- Upon entering the classroom, pupils must immediately place their phone in the designated collection basket.
- Phones will then be secured in locked lockers outside the classroom for the duration of the school day.

During the School Day

- Phones must not be seen, heard or accessed at any time.
- Phones are not permitted during break times or lunchtime.
- Pupils must not retain phones in pockets or bags.

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- If a pupil needs to contact a parent/carer, this must be done via the school office.
- Parents must not contact pupils directly on their mobile phone during the school day.

End of the School Day

- Phones will be returned to pupils shortly before dismissal at 3:20pm.
- Phones must remain switched off until pupils have left the school grounds.

6. Unacceptable Use

The following are strictly prohibited:

- Using a mobile phone during the school day
- Failing to hand in a phone
- Filming, photographing or recording staff or pupils
- Using devices in toilets or changing areas
- Accessing social media during the school day
- Sharing inappropriate content
- Attempting to bypass the school's procedures

Any misuse involving indecent images or illegal content will be reported to the DSL immediately and may be referred to the police.

7. Adaptations and Reasonable Adjustments

The school recognises its duty to make reasonable adjustments where necessary.

Exceptions may be agreed in cases such as:

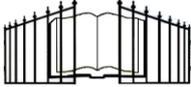
- Medical needs requiring monitoring via an app
- Specific SEND requirements
- Exceptional safeguarding circumstances

Any exception will:

- Be agreed in writing with parents/carers
- Clearly define when and how the device may be used
- Be regularly reviewed

8. Searching and Confiscation

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Searches will be conducted in line with relevant DfE guidance.

Where there are reasonable grounds for suspicion, authorised staff may:

- Confiscate a device
- Request that a pupil shows screen content
- Examine data where necessary and lawful

If illegal material is found, it will be reported to the police as required.

9. Sanctions

Breaches of this policy will be managed in line with the Behaviour Policy.

Sanctions may include:

- Immediate confiscation
- Parent collection of the device
- Loss of privilege to bring a phone to school
- Behaviour sanctions (e.g. Time Outs)
- Safeguarding referral where appropriate

Confiscated devices will be stored securely.

Sanctions will be applied proportionately, taking into account:

- Age
- SEND
- Safeguarding considerations
- Previous conduct

10. Monitoring and Review

The Headteacher and DSL will monitor:

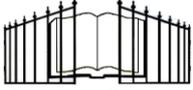
- Consistency of implementation
- Behaviour data linked to mobile phone breaches
- Safeguarding incidents involving devices
- Feedback from staff, pupils and parents

This policy will be reviewed annually.

Date last reviewed: 27.02.26

Next review date: 27.02.27

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Signed:

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Westhoughton

Headteacher: _____ Date: _____

Chair of Governors: _____ Date: _____