



Polegate School and Nursery

Mobile Phone and Smart Watch Procedure

January 2026

Review January 2028

1. INTRODUCTION AND AIMS

At Polegate School, we recognise that mobile phones and smart watches are an important part of every day life for our learners, parents/carers, staff, and the wider community.

Our strategy aims to:

- Promote, and set an example for, safe and responsible use of mobile phones and smart watches
- Set clear guidelines for the use of mobile phone and smart watches for learners, staff, parents/carers, volunteers and visitors
- Support the school's other policies, particularly those related to safeguarding, behaviour and online safety

This strategy also aims to address some of the challenges posed by mobile phones and smart watches in school, such as:

- Risks to safeguarding
- Data protection issues
- Potential for disruption of learning
- Risk of loss, theft or damage
- Appropriate use of technology in the classroom

For the purpose of this strategy 'mobile phone' refers to all mobile phones, including smart phones. 'Smart watches' includes all devices which may have a camera function, an internet function or may serve as a fitness aid, such as step trackers.

2. ROLES AND RESPONSIBILITIES

2.1 Staff

All staff (including supply staff) are responsible for enforcing this strategy. The DSL is responsible for monitoring the strategy, reviewing it every two years, and holding all members of the school community accountable for its implementation, as well as ensuring references to smart watches and mobile phones are included in all Acceptable Use Policies.

3. USE OF MOBILE PHONES BY STAFF

3.1 Personal Mobile Phones

Staff are not permitted to use their mobile phones whilst learners are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where learners are not present, such as the staff room. During contact times, staff must ensure their mobile phone is securely stored away from learners.

There may be circumstances in which it may be appropriate for a member of staff to have use of their mobile phone during contact time, for instance, in the event of a family emergency. The Headteacher, Deborah Jones will decide on a case-by-case basis whether to allow for special arrangements. If special arrangements are not deemed necessary, staff can use the school office number (01323 482404) as a point of emergency contact.

3.2 Data Protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. For more guidance, see the Acceptable Use Policy.

3.3 Safeguarding

Staff must not:

- Give their personal contact details to parents, carers or learners
- Publicise their contact details on social media platforms
- Use their mobile phones or smart watches to take photographs of learners

3.4 Using personal mobile phone for work purposes

In some circumstances, it may be appropriate for staff to use personal mobiles for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Off-site trips
- Site Team to be contacted out of hours may contractors

In these circumstances, staff will:

- Use their mobile phone in an appropriate and professional manner
- Not use their mobile phone to take photographs or recordings of learners.
- Refrain from using their phones to contact parents/carers directly
- When working from home and with agreement from the headteacher, SLT can directly contact parents from their personal mobile phone. Before doing so the member of staff must make their contact details private.

Guidance for the use of personal mobile phones for visitors and volunteers can be found in the Acceptable Use Policy

4. USE OF SMART WATCHES BY STAFF

4.1 Personal Smart Watches

Staff are permitted to wear smart watches at Polegate School during contact and non-contact time. However, if the smart watch has a camera function, there are times when the watch must be removed:

- When completing any intimate care – including the changing of nappies
- When in the presence of children changing e.g. PE and swimming
- When working 1:1 with a child and are not in a public area e.g. in an SEN intervention room

Use of any of the smart watch functions, such as phone calls, text messages or the internet, must be restricted to non-contact time, and to areas of the school where learners are not present, such as the staff room.

4.2 Data Protection

Staff must not use their smart watch to process personal data, or any other confidential school information. For more guidance, see the Acceptable Use Policy.

Guidance for the use of smart watches for visitors and volunteers can be found in the Acceptable Use Policy.

5. Use of Mobile Phones and Smart Watches by Learners

Learners can bring a personal mobile phone to school with the consent of parents/carers if they are in Year 5 and 6. Learners are not allowed to wear smart watches to school.

Learners must:

- Switch off their mobile phone at the school gate
- Give their mobile phone to their class teacher upon arrival into school, so it can securely stored by the class teacher

Learners must not:

- Use their mobile phone within the school grounds
- Take any photographs or recordings of any other learners or staff.
- If a member of staff sees a learner carrying a mobile phone during the school day, this will be confiscated and returned to the learner at the end of the school day. Staff will explain to the learner why we do not use mobile phones in school. Repeat incidences of carrying a mobile phone in school may result in a phone call to parents/carers.

6. BEFORE AND AFTER SCHOOL CLUBS

Learners must safely secure their mobile phone in their school bag when attending breakfast and after school clubs. Learners must not use their mobile phone at any time during these clubs. If a member of staff sees a learner carrying a mobile phone during these clubs, these will be confiscated and returned to the learner at the end of the club. Staff will explain to the learner why mobile phones cannot be used or carried school. Repeat incidences carrying a mobile phone in school may result in a phone call to parents/carers.

7. EXAMINATIONS

Mobile phones and smart watches must not be taken into examinations. Learners found in possession of a mobile phone or smart watch during an exam may be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.

8. FURTHER SAFEGUARDING

Staff may confiscate a learner's mobile phone or smart device if they believe it is being used to contravene our behaviour or anti-bullying policies or could contain youth produced sexual imagery (sexting). If there is suspicion that material on a learner's smart device or mobile phone may be illegal or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

9. LOSS, THEFT OR DAMAGE

Polegate School accepts no responsibility for mobile phones that are lost, damaged or stolen on the school premises, during school visits or trips, or whilst learners are travelling to and from school.