

MOBILE PHONE AND SMART DEVICES POLICY



PURPOSE & APPROACH

Le Cateau Community Primary School is committed to maintaining a safe, calm, and distraction-free learning environment. In line with statutory Department for Education (DfE) guidance, the school operates a strict **“Not Seen, Not Heard”** policy for personal mobile phones and smart devices during the school day.

This policy applies to pupils, staff, parents, carers, volunteers, and visitors while on school premises or taking part in school activities.

RULES FOR PUPILS

Primary Recommendation

Le Cateau strongly encourages parents and carers to ensure pupils leave mobile phones, smartwatches, and all other internet-enabled devices at home.

The school-day ban:

If a child must bring a device for safety reasons while walking to or from school, it must be switched completely off before entering the school gates.

Storage:

All brought devices must be handed to the class teacher or school office immediately upon arrival. They will be stored securely and returned at the end of the day.

Social times:

Devices are completely banned during lessons, break times, and lunchtimes.



MEDICAL EXEMPTIONS

The school recognises that some pupils require access to smart technology for essential medical tracking.

- Agreed medical use: Devices may be permitted explicitly for medical purposes, such as continuous glucose monitors (CGMs) for Type 1 diabetes management.
- Senior Leadership Team approval: Any such device usage must be formally reviewed and approved by the Senior Leadership Team (SLT) and the Special Educational Needs Coordinator (SENCo) as part of the child's Individual Healthcare Plan (IHCP).
- Controlled access: The device must remain strictly locked to the medical application. It must only be handled under staff supervision or according to the agreed parameters of the medical plan.



VIOLATIONS & CONFISCATION

- First offence: If a device is seen or heard without permission, a staff member will confiscate it. It will be stored safely in the main office, and the child can collect it at 3:15 p.m.
- Repeat offence: If a pupil repeatedly breaches the rules, the device will be withheld, and a parent or carer must come to the school office to collect it personally.
- Responsibility for personal items: The school accepts no legal or financial responsibility for the loss, theft, or damage of personal items brought onto the premises.



PROHIBITED ITEMS

This policy applies to all personal electronic equipment, including:

- Mobile smartphones and “brick” phones.
- Smartwatches, including any wearable device capable of sending texts, making calls, or taking photographs.
- Tablets, portable gaming systems, and personal cameras.



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EDUCATIONAL VISITS & RESIDENTIALS

To maximise pupil engagement, promote independence, and ensure strict safeguarding, mobile technology is not permitted on off-site school trips.



Complete ban on trips:

- Personal mobile phones, smartwatches, and all other personal electronic devices are strictly prohibited on all educational visits and overnight residentials.

AirTags and tracking devices:

- This prohibition explicitly includes Apple AirTags, SmartTags, and all other Bluetooth or GPS tracking devices. These items must not be placed in children's luggage, clothing, or backpacks. Tracking devices compromise our digital safeguarding network and create unnecessary security complexities while off-site.

Trip communication:

- Staff will provide regular updates to parents through official school communication channels, such as the school app or website. In an emergency, the trip leader will contact parents directly using the contact details held on file.

STAFF PROTOCOLS FOR MOBILE DEVICES

To ensure professional standards, pupil safeguarding, and focused instruction, all Le Cateau staff must follow these protocols:



- Teaching and supervision time: Staff personal mobile phones and smart devices must be switched off or placed on silent and stored out of sight during contact time, including lessons, assemblies, and playground duty.
- Designated usage areas: Personal calls, texting, and personal browsing are restricted entirely to non-contact times, such as breaks and lunchtime, and must only take place in designated staff areas, such as the staffroom.
- Safeguarding and photography: Staff are strictly prohibited from using personal devices or cameras to capture photographs or videos of pupils. Only official school-issued devices may be used for documenting pupil work and activities.
- Emergency contact: In urgent situations, family members of staff should contact the main school office rather than the staff member's personal mobile.

PARENT, CARERS, VOLUNTEERS & VISITORS

On-site restrictions: To protect child privacy and safeguard pupils, parents, carers, volunteers, and visitors must keep their own mobile devices out of sight and on silent while on school grounds.



No photography or filming: Taking photographs or videos of any children, other than one's own child at designated school events, is strictly forbidden.

EMERGENCY CONTACT PROTOCOLS

For urgent contact with a child during the school day, parents and carers must not attempt to message a personal device. The main office should be contacted directly through the following means;

Phone number: 01748 832292

Office email: admin@le-cateau.n-yorks.sch.uk

Le Cateau Website Contact Page <https://www.lecateauprimary.co.uk/get-in-touch/>

The administrative team will ensure that vital messages or emergency notifications are delivered to the child or their teacher immediately.



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