



Warlingham Park School

Mobile Phone and Smart Device Policy

Date: January 2026

1. Purpose

This policy outlines the acceptable use, management, and safeguarding considerations relating to mobile phones and smart devices at Warlingham Park School.

The purpose is to:

- Protect pupils, staff, and visitors from potential harm
- Maintain a safe, respectful, and focused learning environment
- Ensure compliance with safeguarding and child protection requirements
- Promote responsible, secure, and age-appropriate use of technology
- Reflect the specific safeguarding needs of pupils in Early Years and across the school

2. Scope

This policy applies to:

- All pupils (including Early Years Foundation Stage (EYFS))
- All staff (including temporary, supply, and peripatetic staff)
- Volunteers, governors, visitors, and contractors

It applies during:

- The school day
- Before and after school and on school premises
- Educational visits, trips, and residential

This policy has been developed in line with:

- The Equality Act 2010
- The needs of all pupils, including those with SEND
- The statutory requirements of the Early Years Foundation Stage (EYFS) framework

Reasonable adjustments will be made where appropriate.

3. Legal and Statutory Framework

This policy is informed by:

- Keeping Children Safe in Education (KCSIE) (September 2025)
- Children Act 1989 and 2004
- Education Act 2002
- UK GDPR and Data Protection Act 2018
- Voyeurism (Offences) Act 2019
- Online Safety Act 2023
- EYFS Statutory Framework (2025)

It also aligns with:

- DfE Behaviour in Schools guidance
- DfE Searching, Screening and Confiscation guidance

4. Related School Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Online Safety (E-Safety) Policy
- Behaviour Policy
- Staff Code of Conduct
- Acceptable Use Agreements (Pupil and Staff)
- Anti-Bullying Policy
- Data Protection Policy
- Health and Safety Policy
- Educational Visits Policy

5. Safeguarding Statement

Warlingham Park School recognises that mobile phones and smart devices present significant safeguarding risks, including:

- Bullying and cyberbullying
- Exposure to inappropriate or harmful content
- Grooming and exploitation
- Unauthorised photography or video recording
- Sharing of personal or sensitive information

The school has a duty of care under KCSIE and the EYFS framework to mitigate these risks, particularly for younger and more vulnerable pupils.

6. Use of Mobile Phones by Pupils

6.1 General Expectations

- Pupils are not permitted to bring mobile phones to school unless there are exceptional circumstances
- Permission must be granted by the Headteacher or a designated senior leader

6.2 Where Phones Are Permitted

In exceptional circumstances (e.g., independent travel):

- Phones must be handed to the school office or class teacher on arrival
- Devices will be stored securely during the school day
- Phones must be collected at the end of the day
- Any unauthorised phone will be confiscated, a sanction issued and parents informed

6.3 Early Years (EYFS)

- Children in EYFS are not permitted to bring mobile devices under any circumstances
- Any device brought in will be immediately secured and returned to parents

This reflects heightened safeguarding expectations due to the age and vulnerability of EYFS pupils.

7. Use of Mobile Phones by Staff

7.1 Professional Conduct

All staff must:

- Follow the Staff Code of Conduct
- Keep personal phones out of sight in classrooms (e.g., in a bag or drawer)
- Avoid using personal phones in teaching or pupil areas
- Ensure that use does not impact supervision or safeguarding
- Any 'smart' watches must be switched to airplane mode to block communications.

7.2 Photography and Recording

- Only school-issued devices may be used to take photographs or videos
- Images must be stored securely in line with the Data Protection Policy
- Personal devices must never be used to capture pupil images

7.3 Communication

- Staff must not communicate with pupils via personal devices or social media
- Communication must take place through school-approved systems
- A school device must be used during trips and residential visits

7.4 Additional EYFS Requirements (Statutory)

In line with the EYFS framework:

- Personal mobile phones must not be used in EYFS settings.
- Smart watches should be switched to airplane mode to block communications
- Phones should be signed in and out and stored securely and out of reach at all times
- Staff must remain fully attentive to children and avoid any distraction
- Breaches will be treated as safeguarding concerns.
- These measures reflect the higher supervision and safeguarding expectations in Early Years settings.

8. Visitors, Volunteers, and Contractors

- Must not use mobile phones in areas where pupils are present unless authorised
- Must not take photographs or recordings without prior permission
- May be required to store devices securely during their visit
- Must follow all safeguarding expectations outlined by the school

9. Online Safety and Digital Behaviour

The school promotes:

- Safe, responsible, and respectful use of technology
- Awareness of online risks and how to manage them
- Positive digital behaviour

This is achieved through:

- Curriculum teaching (PSHE and Computing)
- Assemblies and workshops
- A robust filtering and monitoring system
- Engagement with parents and carers
- Signed Acceptable Use Agreements (pupils and parents)

10. Searching, Screening and Confiscation

In line with DfE guidance:

- Staff may confiscate devices if policy rules are breached
- Senior leaders may search a device where there is reasonable suspicion of risk or harm
- Data will be handled in accordance with safeguarding and data protection procedures

If harmful or inappropriate content is identified:

- It must be reported immediately to the Designated Safeguarding Lead (DSL)
- External agencies may be involved where necessary

11. Safeguarding Concerns

All concerns involving mobile devices must be:

- Reported immediately to the DSL
- Managed in line with the Safeguarding and Child Protection Policy
- Recorded accurately and securely

11.1 EYFS Safeguarding Procedures

For EYFS pupils:

- All concerns must be treated with heightened urgency
- Immediate reporting to the DSL is required
- Management must follow both KCSIE and EYFS statutory safeguarding requirements

12. Monitoring and Review

This policy will be reviewed annually or sooner if required to reflect:

- Changes in legislation or guidance
- Safeguarding developments
- Technological advances

Date of adoption of policy	January 2026
Policy Owner	Head
Next review of policy	January 2027 or sooner if required.