

# HOWITT PRIMARY COMMUNITY SCHOOL

Embark Multi Academy Trust



## Mobile Phone and Smartwatches Policy

March 2026

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**Aims and Purposes**

At Howitt Primary Community School, the welfare and well-being of our pupils is paramount. The policy on the use of mobile phones, smartwatches and tablets in school, has been drawn up in the best interests of pupil safety and staff professionalism.

Smartwatches include any watch that connects to the internet and provides the wearer with messages, alerts and phone calls.

Parents/carers should discourage pupils from bringing mobile phones, tablets and wearing smartwatches to school on the grounds that they are valuable and may be lost or stolen.

However, we recognise that in years 5 and 6 mobile phones may have a part to play in securing pupils' personal safety before and after school and on journeys to and from school. Our expectation is that in all other year groups pupils will be collected by an adult or responsible person. If a pupil needs to contact his/her parents/carers during the school day, they will be allowed to use a school phone with adult supervision. If parents/carers need to contact children urgently they should phone the school office and a message will be relayed promptly. Under no circumstances will pupils be allowed to take mobile phones on school excursions.

**Pupils**

Where a pupil does bring a mobile phone or tablet to school, the phone/tablet must remain switched off as soon as the child walks through the school gate and remains switched off during the school day and may not be used for any purpose on school premises or during off-site school activities (such as swimming or sports). The phone and tablet is left in the pupil's school bag at their own risk.

If a pupil does wear a smart watch to school, it must be only used for telling the time and not for receiving or sending messages or making or receiving phone calls. The watch cannot be used for taking pictures at all in school.

**The school accepts no responsibility for any loss or damage whilst the devices are on school premises or in the child's procession walking to and from school.**

**Inappropriate Use of a Mobile Phone or Smartwatch**

If a pupil is found taking photographs or video footage with a mobile phone, tablet or smartwatch of either pupils or teachers, this will be regarded as a serious offence and the headteacher or deputy headteacher will be involved from the outset. If images of other pupils or teachers have been taken, parent/carer will be contacted by the headteacher or deputy headteacher. If this is not possible, then a letter will be

sent notifying them of the seriousness of this action. The phone/tablet/and or watch will not be returned to the pupil until the images have been deleted. In the rare circumstance that there is evidence of harassment and/or bullying, the phone/tablet or watch should be retained in a secure place by the headteacher or deputy headteacher, taking care not to delete any images or recordings which could be used as evidence.

## **Staff and Visitors**

Staff/visitors must have their phone switched off or on silent during class time. Staff/visitors may not make or receive calls during teaching time. However, if there are extreme circumstances (eg. acutely sick relative) the member of staff should make the headteacher aware of this and can have their phone available in case of having to receive an emergency call.

A school mobile phone is used for parents/carers to notify the after school child care facility (Evening Owls) that they have arrived at school to collect their child.

Use of phones must be limited to non-contact time when there are no children present.

Phones should not be used to take photos of children or to store their personal data.

A mobile phone should be carried to sporting fixtures away from school or on an educational visit for contacting the school in the event of an emergency. However, mobile phones are not to be used when in the presence of the children. There is a school phone available for staff to use on residential trips. An adult's smartwatch can be quickly viewed to see that there is a message but not used to scroll through a message or take a phone call in the presence of any children. This must be done in the adult's own time away from the children. In the case of an emergency message, staff must take a call in a place where there are no children present.

School cannot accept responsibility for any mobile phones/tablets or watches lost or damaged whilst on the school premises. All staff bringing their mobile phones/tablets or watches onto the school premises do so at their own risk.

## **Parents/Carers**

We believe that parents/carers should have the opportunity to capture special moments in their child's life. This may be plays, events, assemblies, etc.

Parents/carers are reminded that they **MUST NOT POST PHOTOS/VIDEOS OF OTHER CHILDREN** on social media. Further information will be given at each school event where parents/carers are invited. Parents/carers should not take photos/videos of staff.

This policy will be reviewed by the Governors.

## **Related policies**

- Child Protection Policy
- Staff Code of Conduct
- Acceptable User Agreements
- Safer Working Practices
- Social Media Policy
- Anti-Bullying Policy