



Mobile Phone and Smart Device Policy

Purpose:

At The Arches we are committed to creating a calm, safe and focused learning environment. In line with Department for Education guidance and the Children's Wellbeing and Schools Act 2026, our school is a phone-free environment for pupils during the school day.

This policy supports:

- high standards of behaviour and learning;
- pupils' wellbeing and social interaction;
- safeguarding and online safety;
- clear expectations for pupils, staff and families.

General expectations

Pupils should not bring mobile phones or smart devices to school unless written permission has been given by the Headteacher, for a clear reason connected to travel, safety or an agreed exceptional circumstance.

Where a pupil brings a phone to school:

- it must be switched off before entering the school site;
- it must be handed to the class teacher on arrival;
- it will be securely stored during the school day;
- it may be collected at the end of the school day.

Phones and smart devices must not be used:

- in lessons;
- during break or lunchtime;
- while moving around school;
- on school visits, unless specifically authorised.

This policy also applies to smart watches and any device capable of messaging, internet access, photography, recording or notifications.

Communication during the school day

Parents and carers should contact the school office if they need to pass on an urgent message to a child.

Pupils should not use personal devices to contact home during the school day. If needed, this will be arranged through the school office.

School office contact: 01244 667660. Admin3@thearches.cheshire.sch.uk

Exceptions

The school recognises that some pupils may require access to a device for specific reasons, including:

- medical needs;
- SEND requirements;
- safeguarding arrangements;
- exceptional family circumstances.

Any exception must be agreed in advance by the Headteacher or designated senior leader. Appropriate arrangements will then be put in place.

Smart watches

Smart watches should not be worn in school if they can:

- send or receive messages;
- connect to the internet;
- take photographs;
- record audio or video;
- receive notifications.

Simple watches used only for telling the time are permitted.

Breaches of the policy

If a pupil does not follow this policy, staff will confiscate the device. This will then be held until the child's parent/carer is able to collect it.

Serious incidents involving filming, photography, bullying, inappropriate content or safeguarding concerns will be dealt with in line with the school's safeguarding procedures.

Safeguarding and searching

The school reserves the right to confiscate devices where there is a breach of this policy or a safeguarding concern.

Where appropriate and lawful, authorised staff may search a device in line with statutory guidance.

If a device is believed to contain harmful, abusive or illegal material, the matter will be referred to the Designated Safeguarding Lead and, where necessary, external agencies.

Staff responsibilities

Staff will:

- apply this policy consistently;
- model appropriate use of technology;
- report concerns promptly;
- support pupils in understanding safe and responsible technology use.

Staff personal phones should not normally be used in front of pupils unless for authorised professional purposes. Staff phones should be locked away during times of pupil contact.

Parents and carers

Parents and carers are asked to support this policy by:

- avoiding sending children to school with phones unless necessary;
- not contacting children directly during the school day;
- reinforcing safe and responsible technology use at home.

Monitoring and review

This policy will be reviewed annually, or sooner if statutory guidance changes.

Policy adopted on: 8th June 2026