

Mobile Phone and Electronic Devices Policy

At Red Marsh School, we are committed to providing a safe, focused, and distraction-free learning environment that supports the well-being and development of all our pupils.

In line with the statutory Department for Education (DfE) guidance on mobile phones in schools, and adhering to Lancashire County Council (LCC) guidelines, Red Marsh School operates as a mobile phone-free environment by default. This policy formalises our long-standing current practice to ensure clarity, consistency, and safety across the school community.

This policy applies to all pupils at Red Marsh School throughout the entire school day.

Under DfE guidance, the "school day" includes:

- Structured classroom lessons
- The transition time between lessons
- Breaktimes and lunchtimes
- Any school-led activities or trips on or off the premises during standard hours.

For the purpose of this policy, "electronic devices" include, but are not limited to: mobile phones, tablets/iPads, handheld gaming consoles, smart glasses or recording eyewear (e.g., Meta/Ray-Ban, HUD displays), audio recording pins/badges, or any other personal or wearable device capable of capturing photos/audio/video, sending/receiving messages, or accessing the internet.

While we strongly advise that pupils do not bring personal mobile phones or electronic devices to school, we understand that some families prefer them to have a device for safety during the journey to and from school.

Where devices are brought onto the school premises, the school enforces a strict "Sign-In, Lock-Away, Sign-Out" procedure:

Morning Arrival:

- Immediately upon arrival at school, any mobile phone or electronic device must be handed directly to the school office.
- Devices must be switched off completely before being handed over (not left on silent or vibrate mode).
- Office staff will formally sign the device in using the school logbook.
- The device will be placed into an individual, secure zippy wallet and locked away safely in the secure office cupboard.

End of the School Day:

- At the end of the school day, pupils must be accompanied by a member of their class team to collect their device.
- The device will be retrieved from the secure cupboard, the office staff will sign the device out before leaving the premises.

Smart Glasses & Camera Eyewear: Devices such as Meta/Ray-Ban glasses, display glasses, or any eyewear equipped with built-in cameras, microphones, speakers, or cellular capabilities are strictly prohibited from being worn or used on school grounds during the school day. If brought to school for safety during travel, they must be completely powered off and handed directly to the office under the standard "Sign-In, Lock-Away, Sign-Out" procedure.

Headteacher: Mrs Jenny Slater

Red Marsh School, Holly Road, Thornton Cleveleys, Lancashire FY5 4HH
Email: admin@redmarsh.lancs.sch.uk Website: www.redmarsh.lancs.sch.uk

Mobile Phone and Electronic Devices Policy

Smartwatches: Pupils wearing smartwatches must ensure that Bluetooth, cellular/mobile data, and Wi-Fi connections are switched off at all times while on school grounds. Smartwatches must function only as basic timekeeping devices and cannot be used to make or receive calls, send or receive messages, access the internet, or take photos/videos during the school day (including break and lunch times).

Recording Pins & Smart Earwear: Audio recording badges, smart lapel pins, and AI-enabled recording earwear are not permitted on school grounds unless explicitly approved as part of an EHCP.

Staff Professional Conduct and Role Modelling

In accordance with DfE guidelines, staff must effectively role-model the school's high expectations. To maintain a safe and professional environment, all staff must strictly adhere to the Acceptable Use of ICT Policy detailed within the Red Marsh School Staff Handbook.

As detailed in the Staff Handbook, staff must abide by the following mandates regarding mobile phones:

- Staff may only use personal mobile devices during out-of-school hours, including break and lunch times. Personal devices must be switched off whenever children are present, and calls/texts may only be made or received in designated areas where pupils are absent (e.g., the staffroom).
- During lesson times, personal mobile devices must not be left out and must be stored securely in a lockable cupboard in the classroom or staffroom.
- Staff are strictly prohibited from using personal devices to take photographs or videos of students or staff.
- Staff must never use personal mobile devices or personal accounts to communicate with or contact parents or pupils. All contact must go through authorised school communication channels.
- **Smartwatches:** Staff wearing smartwatches must turn off Bluetooth and Wi-Fi connections and cannot send or receive calls or messages during the school day, except while on lunch or break in designated staff areas (e.g., the staff room, offices).
- **Wearable Technology Ban:** To maintain strict safeguarding standards, staff must not bring or wear smart glasses (such as Meta/Ray-Ban eyewear) or wearable recording devices onto school premises. Devices with integrated photo, video, or audio recording functions are completely banned from use by staff while pupils are on site or during working hours.

Failure to comply with these regulations will be handled in accordance with the school's Disciplinary Policy and Procedure

Visitors, Volunteers, and Contractors: The use of personal devices for calls, texts, or social media is strictly prohibited in any area where pupils are present, and taking photographs or videos of pupils or staff on personal devices is strictly forbidden. Visitors who need to use their devices must do so in designated private areas, such as the school office or staffroom, where pupils are not present. The wearing of smart glasses, camera eyewear, or hidden recording wearables is strictly prohibited anywhere on school grounds where pupils are present.

Enforcement: Searching, Confiscation, and Sanctions

Red Marsh School takes the safety and focus of its learning environment seriously.

- In line with DfE guidance, the Headteacher and authorised staff reserve the statutory right to confiscate personal electronic devices if a pupil fails to hand them in. The device will be securely held in the office until it can be collected by a parent/carers or via an agreed supervised sign-out process.

Headteacher: Mrs Jenny Slater

Red Marsh School, Holly Road, Thornton Cleveleys, Lancashire FY5 4HH
Email: admin@redmarsh.lancs.sch.uk Website: www.redmarsh.lancs.sch.uk

Mobile Phone and Electronic Devices Policy

- Headteachers and authorised staff have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item, including an unsubmitted mobile phone.
- Misuse or failure to surrender a device will be dealt with in accordance with the school's Behaviour Policy.

Educational Visits and School Trips

To maintain strict safeguarding standards and consistency outside the school gates, personal mobile phones must not be taken or used by staff while accompanying pupils on school trips or educational visits.

The following procedures must be adhered to for all off-site activities:

- School Trip Mobiles: The group leader and the deputy leader must have a school phone. These official devices must be taken on the trip and used to make necessary operational calls or contact the school in the event of an emergency.
- Base Contact: A dedicated school mobile phone will remain at the school to act as the official "base contact" for the trip.
- Photography: Staff are strictly prohibited from taking photographs or videos of pupils on any mobile phone (whether personal or school-issued). All photographs and videos taken on school trips must be captured exclusively using the official class iPad.

Exceptions, Medical Needs, and Reasonable Adjustments

As an LCC special school, we comply with our legal duties under the Equality Act 2010 to make reasonable adjustments where necessary. Personal electronic devices required strictly for alternative communication (e.g., AAC devices) or essential medical monitoring (e.g., continuous glucose tracking or digital health sensors) are exempt from standard locking procedures.

For Pupils:

- Any exceptional device adaptation must be formally approved by school leadership and explicitly detailed within the pupil's Individual Education, Health and Care Plan (EHCP).
- The device must be used strictly and exclusively for its intended medical or communication purpose. All non-essential functions, including messaging, social media, games, and camera apps must remain completely disabled or inaccessible during the school day.

For Staff:

- Staff requiring continuous access to a personal device for real-time health tracking must formally notify the Headteacher.
- Once approved, the device must remain strictly on silent or vibrate and may only be referenced to monitor live medical data. General personal communication, messaging, and internet browsing remain restricted to designated staff break times and child-free areas.

Pupils, supported by parents/carers/bus staff and class teams, are responsible for ensuring devices are handed in at the start of the day.

Mobile Phone and Electronic Devices Policy

- While Red Marsh School provides a secure, locked storage system for peace of mind, the School cannot accept liability for the loss of, or damage to, personal devices brought onto the school premises.

Date of Implementation: September 2026

Review Date: September 2027

