Hardwick and Cambourne Community Primary School

Mobile Phone / Smart Watch Policy

Date Written: Autumn 2026
Reviewed by: Governing Body
Next Planned Review: Autumn 2028

Safeguarding Statement

At Hardwick and Cambourne Community Primary School we respect and value all children and are committed to providing a caring, friendly and safe environment for all our pupils so they can learn, in a relaxed and secure atmosphere. We believe every pupil should be able to participate in all school activities in an enjoyable and safe environment and be protected from harm. This is the responsibility of every adult employed by, or invited to deliver services at Hardwick and Cambourne Community Primary School. We recognise our responsibility to safeguard all who access school and promote the welfare of all our pupils by protecting them from physical, sexual and emotional abuse, neglect and bullying.

While mobile phones, smartwatches and personal communication devices are commonplace in today's society, it is recognised that personal mobile phones and smart watches have the potential to be used inappropriately.

Effective guidance is in place to avoid the use of these devices causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

Most mobile phones as well as smart watches now offer Internet and email access, alongside messaging, camera, video and sound recording. Mobile phones alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there also associated risks. Safeguarding of children within the school is paramount.

Pupils:

Pupil Policy

Hardwick and Cambourne Community Primary School does not permit pupils bringing mobile phones / smart watches in year groups below Year 5 & 6.

When a child needs to bring a phone into school the phone will be signed in and must be given to the class teacher switched off - and will be handed back at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that HCCPS accepts no liability for the loss or damage to mobile phones which are brought into school or on to the school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the Senior Management Team. Parents will be informed of inappropriate use and pupils will be reminded of the school policy and practice and an appropriate adult will need to collect the phone from a Senior Leader.

Smart watches are allowed to be worn in school but only if the following functions are disabled: Sending and receiving messages; camera functionality; making and receiving calls as well as any internet access.

Pupils are not permitted to use their phones whilst on the school site and, if a pupil is found taking photographs or video footage with a mobile phone/smart watch of either other pupils or teachers, this will be regarded as a serious offence and the pupil will receive a consequence in line with the school's behaviour policy. If images of other pupils or teachers have been taken, the phone/smart watch will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher both from the device and from any cloud-based service.

Smart watches are allowed to be worn in school but only if the following functions are disabled: Sending and receiving messages; camera functionality; making and receiving calls as well as internet access.

Should a pupil be found to be using their phone/ smart watch inappropriately, the school reserves the right to withdraw this privilege and they will no longer be able to bring a phone into school. Pupils are not entitled to log on to the school network using their mobile phones or other personal electronic devices.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

Acceptable Use Agreements

Pupils in Years 5 and 6 are required to sign (along with their parents) the Mobile Phone Acceptable Use Agreement (see Appendix A) before being allowed to bring their mobile phone/smart watch to school.

Inappropriate or illegal content:

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the school's 'Safeguarding and Child Protection Policy').

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

APPENDIX 1

Pupil Mobile Phone/Smart Watch Acceptable Use Agreement Form

This form relates to the Pupil Mobile Phone/Smart Watch Acceptable Use Agreement Policy, to which it is attached. Please complete the sections below to show that you have read, understood and agree to the rules included in the Acceptable Use Agreement. If you do not sign and return this agreement, permission to bring a mobile phone/smart watch on school site will not be granted.

I have read and understand the above and agree to follow these guidelines.

Name of pupil:

.....

Signed:

.....

Name of parent:

.....

Signed:

.....

Date:

.....