



John Logie Baird Primary School,  
Learning Centre, and ELCC  
*Learning and Thriving Together*



John Logie Baird Primary School,  
Learning Centre and ELC  
Updated January 2026  
Policy for Managing Pupil Mobile Devices  
in JLB Primary School

## 1. Purpose

This guidance outlines the school's approach to preventing misuse of mobile devices including **tablets, phones and smart watches** by pupils and establishes safe, consistent protocols for collection, storage, and return of devices by school staff.

## 2. Rationale

Devices can:

Disrupt learning

Pose safeguarding risks (e.g., photographing others, accessing inappropriate content, cyberbullying)

Be valuable items at risk of loss, theft, or damage

Since primary-aged pupils do not require phones during the school day, strict controls are necessary for safety and safeguarding.

## 3. Expectations for Pupils

Pupils should not use mobile phones or other devices on school grounds at any time.

Phones or other devices must be switched off before entering the building.

Phones or other devices must be handed to the school office immediately upon arrival.

Phones or other devices must not be stored in bags, pockets, coats, or classrooms.



Policy review date January 2027

## 4. Expectations for Parents & Carers

Parents/Carers should:

Only send a phone or other device with a child when absolutely necessary (e.g., independent travel).

Ensure the child understands the school's rules about handing in the phone or other devices.

Avoid contacting children directly during school hours—call the school office instead.

## 5. Procedures for School Staff

### 5.1. Morning Dropoff Process

All mobile phones or other devices are brought down to school office by children.

Reception staff greet the pupil and request the phone or other devices if visible or known.

Pupil places their phone or other devices in a named poly pocket, provided by the school.

Staff record the devices in the Mobile Device Storage Register, including:

*Pupil name*

*Class*

*Date & time deposited*

*Device description (optional)*

*Devices are placed securely in the locked storage unit (e.g., lockable drawer, safe, cupboard).*

### Safeguarding Note

Staff must never search a pupil's device. Safeguarding concerns to be reported to Child Protection Officer.

### 5.2. Secure Storage

Devices must be stored in a locked, non-portable storage unit.

Only authorised staff (e.g., Admin Staff / SLT) may access the storage area.

The key/code must not be shared with unauthorised persons.

Devices must not be left unattended on desks, counters, or unlocked rooms.



### 5.3. Return Process

Devices are returned at the end of the school day only.

Pupil must **personally** collect their device –unless otherwise agreed (e.g., parent/carer collection).

Staff sign the device out in the Device Storage Register, recording:

*Time collected*

*Initials of staff member*

*If a child attends after-school club, the phone remains stored until the child signs out.*

## 6. If a Pupil is Found Misusing a Device

Misuse includes:

*Use during the school day*

*Taking photos/videos*

*Sharing or viewing inappropriate content*

*Bullying or messaging peers*

Actions:

*Device is confiscated immediately.*

*Given directly to admin staff following the safekeeping protocol.*

*Incident logged on the school's safeguarding/behaviour system (e.g., CPOMS).*

*Parents/Carers informed.*

**Repeated misuse may result in:**

*Device banned from school*

*Parent/Carer required to deliver/collect device daily*

*Formal behaviour consequences per school policy*

## 7. Staff Responsibilities

*Ensure consistency in enforcing device rules.*

*Challenge any instance of mobile device use.*

*Report safeguarding concerns to the Child Protection Officer immediately.*



*Never store personal phones with pupil devices.*

## 8. Communication & Visibility

Rules displayed at school entrances and classrooms.

Included in behaviour policy, parent/carers handbook, and school website.

Reminded regularly in assemblies and newsletters.

## 9. Special Circumstances

*In rare cases (medical, safety, social work involvement), pupils may need access to a phone before or after school.*

**The Headteacher may:**

Approve exceptions

Establish personalised procedures

Inform admin staff of the agreed plan

## Consequences for a Pupil Refusal to Hand Over a Mobile Device

The following staged consequence pathway ensures consistency, fairness, and safeguarding.

### 1. Reminder & Opportunity to Comply

If a pupil is found with a device or refuses to hand one in at the start of the day:

*Staff calmly remind the pupil of school rules.*

*Give them a chance to hand the phone over voluntarily.*

*No sanction applied at this stage if the pupil complies immediately.*

### 2. Recorded Behaviour Incident

If the pupil continues to refuse:



*The refusal is logged as a behaviour incident (low-level defiance).*

*The pupil is escorted to a senior member of Senior Leadership Team*

### **3. Phone Confiscation by Senior Leadership Staff**

#### **If safe to do so:**

A senior leader instructs the pupil to surrender the device.

Confiscation follows established secure-storage procedures.

Parents/Carers are informed the same day.

### **4. Loss of Privilege**

If the pupil refused to hand the device over:

The pupil loses the privilege of bringing a device to school for a fixed period (e.g. 1-4 weeks, depending on incident).

Parents/Carers must deliver any future devices directly to the school office (if an exception is granted for travel).

### **5. Reflective / Restorative Work**

The pupil completes one of the following:

*Restorative conversation with staff.*

*A short reflective activity on responsible behaviour and digital safety.*

*Revisit of the school rules via a guided conversation.*

### **6. Escalation for Repeated Refusal**

If defiance happens more than once:

*Parent meeting with Headteacher.*

*Phone banned from school for an extended period.*

*Behaviour consequences applied under the school's behaviour policy*

### **7. Serious or Safeguarding-Related Misuse**

If refusal to hand over a device is connected with:

*Filming/photographing others*



*Bullying or harassment*

*Access to inappropriate content*

*Attempting to hide evidence of safeguarding concerns*

Then:

*Immediate referral to Senior Leadership Team*

*Parents/Carers informed*

*Possible involvement of outside agencies depending on severity*

Quick Summary for Staff	
Situation	Consequence
Pupil has a device but hands it over when asked	No sanction; logged if misuse occurred
Pupil refuses to hand mobile device over	Behaviour incident logged; senior staff involvement; phone confiscated; parents/carers informed
Repeated refusal	Parent/Carer meeting; temporary or permanent removal of privilege to bring phone to school
Refusal linked to safeguarding risks	Immediate Senior Leadership Team involvement; elevated response