



All Saints Catholic High School

Mobile Phone Policy

"We will provide a Christian Education for all pupils based on the teachings of Jesus and the Spirit of the Gospels. The whole life of the school will be determined by the Gospel Values of Love and Justice. We will always value and care for all members of the All Saints Community according to their needs, and will affirm and nurture the development of all"

School Mission Statement

Date Reviewed: September 2025

Next Review Date: September 2026

Introduction and Aims

At All Saints Catholic High School we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers.
- Support the school's other policies, especially those related to child protection and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Impact on mental health
- Over reliance on mobile technology
- Distractions that it can create
- Impact on learning in the classroom
- Reduced physical socialisation
- Risk of theft, loss, or damage

Roles and Responsibilities

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher and Governing Body are responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

Use of Mobile Phones by Pupils

Mobile Phones are not permitted to be used or seen on school site.

They must not be seen from 'door to door' – from when pupils enter the school site at the start of the day until they leave the school site at the end of the day.

1. Phones must be switched off (or put on 'silent').
2. Avoid sharing your contact details with people you do not know, and do not share other people's contact details without their consent.
3. Do not share your phone's passwords or access codes with anyone else.
4. Do not use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
5. Do not use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
6. You must comply with a request by a member of staff to hand over your phone if it is used, seen, or heard. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

7. Mobile phones are not permitted in any internal or external exam or test environment. Bringing a phone into the test room can result in your exam being declared invalid.

Sanctions

The table below outlines the process and sanctions, should a mobile phone be used or seen.

1st Confiscation	The phone is confiscated off the pupil and placed in reception. The pupil will be allowed to collect their mobile phone at 3:20pm. The member of staff confiscating will issue a (C2 Mobile Confiscation) that will go on Arbor. Parents are notified through text and email.
2nd Confiscation	The pupil will be allowed to collect their mobile phone at 3:20pm. Recorded on Arbor as a (C2 Mobile Confiscation). Pastoral contact to parent/carer to discuss the second incident. Pupil to hand in phone at the start Year office until the end of the day.
3rd Confiscation	The parent/carer must collect, remains in office property until this point. Parents meet with the Progress Leader. Pupil to hand in phone at the start Year office until the end of the day. A letter detailing next steps will be issued. 1 day internal exclusion actioned
4th Confiscation	The parent/carer must collect, remains in office property until this point. 1-day fixed term exclusion Reintegration meeting with attached SLT link Next Steps discussed

Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the [Education and Inspections Act 2006](#)

Schools also have power to search pupils' phones, as set out in the [DfE's guidance on searching, screening and confiscation](#)

The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation.

At All Saints there have been times when staff have had to ask a pupil to show their camera roll and recently deleted files. This is to prevent the pupils from sharing an image or video that has been taken without consent. If the school feels there is sufficient evidence to ask a pupil to show these files there must be a member of the leadership team present. There must always be two members of staff present.

The pupil will be asked to show their camera roll and recently deleted files. It will be the responsibility of the pupil to delete the images in front of the members of All Saints staff. **(The members of staff should not handle the phone at all).**

The SLT member of staff must call the parent/carer of the pupil and explain the reason for asking the pupils to present their phone and delete any images or videos created without consent. The incident must be logged on CPOMS.

Use of Mobile Phones by Staff

Personal mobile phones

Staff are expected to model expected behaviour and set a good example to the students at this school.

Therefore, it is inappropriate for staff to make or receive calls, or send texts, while children are present/during contact time. Use of personal mobile phones is restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be rare circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The Headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 0151 477 8740 as a point of emergency contact.

Data Protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information.

Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Staff can use Arbor to email parents and carers. Specific staff have authority to also text parents and carers.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils.

Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment or with the permission of the Headteacher.

Staff must not show their mobile phone screen to pupils unless related to a teaching and learning matter.

Using Personal Mobiles for Work Purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

Work Phones

A school phone will be provided to staff when they are supervising off-site trips.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

Use of Mobile Phones by Parents, Volunteers and Visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils, unless it is a public event (such as a school fair), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile during the school day.

Loss, Theft or Damage

Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

The aforementioned has been communicated in the following ways:

- Signs up around the school site
- Is detailed in the home-school agreement

Confiscated phones will be stored in the school office in a secure cabinet.

Lost phones should be returned to reception. The school will then attempt to contact the owner.

Monitoring and Review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations
- This policy will be reviewed each Year by the Headteacher and Governing Body
- At every review, it will be approved by the Full Governing Body