Mobile Phone Policy

Date of Approval	September 2026
Date of Next Review	September 2027

Introductions and Aims

At St Michael's Catholic Primary School, the welfare and well-being of our pupils is paramount. The aim of the mobile phone policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear guidelines. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, Governors, committee members, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:

- Child and Safeguarding Policy
- Behaviour Policy
- Anti-Bullying Policy
- Cyber Bullying Policy

The Role of Staff

Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office. Staff should have their phones on silent/switched off and out of sight (e.g. in a drawer, handbag, locker or pocket) during class time. Mobile phone usage in the presence of children should only be used by staff to contact a senior leader. Staff should have their mobile phone with them on the school gate.

Use of phones (inc. receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms. It is also strongly advised that staff security protect access to functions of their phone. Should there be exceptional circumstances (e.g. acutely sick relative), then staff should leave their mobile phone in the office where calls can be received.

Staff are not permitted to use recording equipment on personal mobile phones or devices to take photographs, videos or audio recordings of pupils. Staff Ipads should be used for all photography, video recording and audio recording undertaken for school purposes. In exceptional circumstances, where a school device is not available and there is a legitimate educational or operational need, the Headteacher (or delegated senior leader) may authorise the use of a personal device.

Where a personal device is authorised:

- images or recordings must not be uploaded to personal cloud storage

- images or recordings must be transferred to a secure school system at the earliest opportunity
- images or recordings must then be permanently deleted from the personal device and any associated cloud storage
- images or recordings must not be shared via personal email accounts, messaging services or social media

Staff may use mobile phones/iPods to play music but these devices should be kept out of the children's reach. Legitimate recordings and photographs should be captured using school equipment such as cameras/iPad. Staff should report any usage of mobile devices that causes them concern to the Headteacher.

Mobile Phones for work related purposes

We recognise that mobile phones provide a useful means of communication on offsite activities. However staff should ensure that:

• Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children)

• Mobile phones should not be used to make contact with parents during school trips – all relevant communications should be made via the school office.

• Where parents are accompanying trip's they are informed not to make contact with other parents (via calls, text, email or social networking) during the trip or use their phone to take photographs of children.

Pupil Expectations

We recognise that mobile phones and smart watches are part of everyday life for many children and that they can play an important role in helping pupils to feel safe and secure. However, we also recognise that they can prove a distraction in school. Therefore:

- Pupils are not permitted to have access to mobile phones or smart watches at school or on trips.
- The mobile phone/smart watch must be handed in, switched off and given to their class teacher at the beginning of the day. The phone will be stored in the main office and collected from them by the child at home time (Any phone/smart watch is left at the owner's own risk)
- Mobile phones brought to or accessed at school without permission will be confiscated and returned at the end of the day

Where there is reason to believe a mobile phone contains evidence of bullying, safeguarding concerns, inappropriate images or other breaches of school rules, the school will act in accordance with its Behaviour Policy, Child Protection and Safeguarding Policy and relevant statutory guidance regarding searching, screening and confiscation

Where mobile phones are used in or out of school to bully or intimidate others, the then the Headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site.'

For Year 5 & Year 6 pupils only, the following arrangements apply:

- Phones must be switched off before entering the school site
- Phones must be handed directly to the class teacher at the start of the day
- Phones will be securely stored during the school day in the school office
- Phones will be returned to pupils at the end of the school day.

No other pupils are permitted to bring mobile phones to school. Phones are brought to school at the owner's own risk. The school accepts no responsibility for loss or damage.

Breaches of the Policy (Pupils)

- Any mobile phone seen, heard or used during the school day will be confiscated
- Confiscated phones will be returned to a parent or carer
- Repeated breaches will be managed in line with the Behaviour Policy

Volunteers, Visitors, Governors and Contractors

All volunteers, visitors, governors and contractors are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones, when they sign in.

We also allow parents to photograph or video school events such as assemblies, shows or sports day using their mobile phones – but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.