



MOBILE PHONE POLICY

*To love, to serve and
learn.*

We are a school family journeying together in God's love.

We serve each other to achieve our best.

We learn in fun and creative ways,
respecting everyone's gifts.

Approved by:

Governing Body

Review Date:

Annually or sooner if statutory guidance changes.

1. Mission Statement

As a Catholic school, we are committed to providing a safe, calm and nurturing environment in which every child is known, loved and encouraged to flourish. Guided by the Gospel values of dignity, respect, responsibility and service, we recognise that technology has an important place in modern life. However, during the school day our priority is ensuring that pupils are fully engaged in learning, protected from online harms, and able to develop positive relationships with one another.

This policy supports our safeguarding responsibilities and reflects current statutory guidance issued by the Department for Education.

Responsible Use of Technology

At our school, we believe that the responsible use of technology is an important part of living out our Catholic mission. Guided by the Gospel values and the principles of Catholic Social Teaching, we encourage all members of our community to use technology with wisdom, integrity and respect. This means recognising the inherent dignity of every person, communicating with kindness and truth, protecting the privacy and safety of others, and making choices that promote the common good. By using technology responsibly, pupils learn to be faithful stewards of the gifts entrusted to them and to contribute positively to our school community and the wider world.

2. Purpose

This policy aims to:

- safeguard pupils and staff;
- maintain a calm, focused and distraction-free learning environment;
- promote positive behaviour and wellbeing;
- protect privacy and dignity;
- comply with statutory guidance on mobile phones in schools;
- support parents in keeping children safe.

3. Scope

This policy applies to:

- pupils;
- staff;
- governors;
- volunteers;
- contractors;
- visitors;
- parents and carers whilst on school premises.

4. Principles

The school is a **mobile phone-free environment throughout the school day.**

The school day includes:

- before registration;
- lessons;
- movement between lessons;
- breaktime except in the staffroom
- lunchtime except in the staffroom
- after-school clubs operated by the school until pupils are collected.

The policy also applies to smart technology with similar functionality, including devices capable of:

- making or receiving calls;
- sending or receiving messages;
- accessing the internet;
- taking photographs or videos;
- recording audio.

Examples include smartphones and messaging-enabled smartwatches.

5. Pupils

Pupils should not normally bring a mobile phone to school.

Where there is an exceptional need—for example, a Year 6 pupil who walks home independently—parents must notify the school in writing from September 2026.

Where permission has been granted:

- the phone must be switched off before entering the school site;
- it must be handed into the school office immediately upon arrival in class;
- it will be securely stored throughout the school day;
- it will be returned at the end of the school day.

Pupils must not have access to their phone at any point during the school day.

The school does not permit pupils to carry phones in bags, lockers or pockets during the school day.

6. Smartwatches

Smartwatches capable of communication, photography, internet access or notifications are treated as mobile phones.

These should not be worn in school unless authorised by the Headteacher for medical, accessibility or safeguarding reasons.

Simple fitness watches without communication functions may be permitted at the school's discretion.

7. Appropriate Exceptions

The school recognises there may be limited circumstances where access to a mobile device is necessary, including:

- medical needs;
- disability or accessibility requirements;
- safeguarding plans;
- specific educational visits authorised by the Headteacher.

Any exception will be agreed individually and documented where appropriate.

8. Staff

Staff are expected to model appropriate behaviour.

Staff should:

- keep personal phones out of sight during teaching and supervision;
- use personal devices only during designated breaks or in staff areas;
- never photograph pupils using personal devices;
- use only school-authorized equipment for photographs, communication and educational purposes;
- comply with the Staff Code of Conduct and safeguarding procedures.

9. Visitors, Volunteers and Contractors

Visitors should:

- keep phones on silent;
- avoid personal phone use in teaching areas;
- never photograph or record pupils without prior authorisation;
- comply with safeguarding procedures at all times.

10. Parents and Carers

Parents are asked to:

- avoid using mobile phones while on the playground where possible;
- refrain from photographing or filming other children;
- follow school guidance during performances and celebrations;
- contact the school office if they need to pass an urgent message to their child.

Children should not be contacted directly during the school day.

11. Safeguarding

The welfare of children is paramount.

Unauthorised photography, filming or audio recording is prohibited.

Any concerns regarding misuse of mobile phones should be reported immediately to the Designated Safeguarding Lead (DSL).

Serious misuse may be managed under the schools:

- Child Protection Policy;
- Behaviour Policy;
- Online Safety Policy;
- Anti-Bullying Policy.

Where appropriate, incidents may be referred to external agencies.

12. Breaches of this Policy

Where pupils breach this policy, staff may:

- confiscate the device;
- store it securely until collected by a parent or carer where appropriate;
- apply behaviour sanctions in accordance with the Behaviour Policy;
- withdraw permission to bring a phone to school.

Serious incidents involving safeguarding, cyberbullying, inappropriate images or online abuse will be dealt with under safeguarding procedures.

13. Storage and Liability

The school will take reasonable care of phones handed in for safekeeping.

However, pupils bring mobile phones onto the premises at their own risk, and the school cannot accept liability for accidental loss or damage unless caused by negligence.

14. Communication with Families

Parents will receive a copy of this policy when their child joins the school.

The policy will also be:

- published on the school's website;
- explained annually to pupils in an age-appropriate manner.

15. Monitoring and Review

The Governing Body will review this policy annually.

The Headteacher will monitor implementation to ensure the policy is consistently applied and remains compliant with statutory guidance.

Related Policies

- Behaviour Policy
- Child Protection and Safeguarding Policy
- Online Safety Policy
- Staff Code of Conduct
- Acceptable Use Agreements
- Data Protection Policy

Equality Statement

This policy will be implemented fairly and consistently. Reasonable adjustments will be made where required to meet the needs of pupils with disabilities, medical conditions or identified safeguarding needs.