St Agatha's Catholic Primary School

Policy	Mobile Phone Policy
Reviewed by	Ros Ost
Date	Autumn Term 2026
Date of Next Review	Autumn Term 2027
Governor Committee	CFCF
Statutory Policy	**N**

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1. Introduction and aims

At St Agatha's 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:

- Promote, and set an example for, safe and responsible phone use
- 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
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

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 is responsible for monitoring the policy every 3 years, reviewing it, and holding staff and pupils accountable for its implementation.

2.2 Governors

The Safeguarding governor is responsible for reviewing the policy annually and holding the headteacher accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, answer emails or send texts, while children are present/during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room).

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time by prior agreement. 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-case basis whether to allow for special arrangements.

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

3.2 Data protection

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

See school's data protection policy / ICT acceptable use policy.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

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.

3.4 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 are not 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

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

Under specific circumstances, the headteacher will give permission for individual pupils to bring a mobile to school e.g. a year 6 child travelling to and from school by themselves. The phone must be handed in to the class teacher for secure storage and will be returned at home time.

The school does not expect pupils below year 6 to carry a mobile phone to and from school.

4.1 Sanctions

If a pupil is in breach of this policy:

- Phones will be confiscated (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- If a phone is confiscated a parent or carer must collect the phone from a member of the school's leadership team

Note: Staff have the power to search pupils' phones, as set out in the DfE's guidance on searching, screening and confiscation. The DfE guidance allows staff to search a pupil's phone if they have reason to believe the phone 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:

- 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

5. 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's a public event (such as a school fair), or of their own child as agreed by the school e.g. class assembly
- Do not take photos or videos of children, including your own child, whilst at a school occasion in church. This includes Mass and the annual Carol Service.
- Using any photographs or recordings for personal use only, and not posting on social media
- Not using phones when volunteering in school

A summary of the rules is included in the Information leaflet for visitors and volunteers in the school's entrance.

Parents or volunteers supervising school trips must not:

- Use their phone whilst supervising children
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above.

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.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled, and are stored securely when not in use. Year 6 pupils hand in their phones to the class teacher. Where, in an exceptional circumstance, a pupil below Year 6 has been given permission to bring a phone to school, this must be handed in to the office.

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.

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

Lost phones should be returned to the school's office.

7. 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 consider:

- Feedback from parents and pupils
- Feedback from teachers
- Feedback from governors
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations

8. Appendix 1: Code of conduct for pupils

Code of Conduct

"As a pupil at St Agatha's School, I agree not to bring a personal mobile phone to school or on school trips/visits unless a teacher has permitted me to do so in writing."

When given permission to bring a mobile phone to school, you must obey the following rules:

1. You must switch off your phone when entering school premises and keep it in your bag whilst on the playground. Mobile phones must not be used on school premises (this includes the playground and entrance areas).
2. Once you enter the classroom, you must place your phone in the phone storage container. The class teacher will then lock this box away for the duration of the school day.
3. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other pupils.
4. You must not take photos or recordings (either video or audio) of school staff or other pupils, on school premises, or without their consent.
5. You must not your contact details with people you don't know, and don't share other people's contact details without their consent.
6. You must not share your phone's passwords or access codes with anyone else.
7. You must 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
8. Do not use your phone to send or receive anything that may be criminal. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy both in and outside of school.
9. If you use your phone inappropriately, inside or outside of school, external agencies may be informed.

If I own a mobile phone, or at some point have access to a mobile phone, I agree to abide by the rules stated above in the Code of Conduct.

Pupil name: _____

Pupil signature: _____

Parent/carer signature: _____

Date: _____

9. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/Carer(s) name(s):	

The school has agreed to allow _____ to bring [his/her] mobile phone to school because:

- Travels to and from school alone
- Other reason

_____

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct.

The school reserves the right revoke permission if pupils don't abide by the policy and Code of Conduct.

Where a pupil brings a mobile phone to school both the parent and pupil will be expected to first sign the Code of Conduct.

Parent signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

10. Appendix 3: Template mobile phone information slip for volunteers and visitors

Use of mobile phones in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones when volunteering in school. If you must use your phone, you may go to the office
- Do not take photos or recordings of pupils or staff when volunteering in school
- Do not take photos or recording of pupils when at the church for Mass or events such as the Carol Service

Parents or volunteers supervising school trips must not:

- Use their phone whilst supervising children
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available on the school's website or from the school office.

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