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ST. MARY'S CATHOLIC PRIMARY SCHOOL

Mobile phone policy

Date of last review:	Jul-26	Date of next review:	Jul-27
Author:	HR & Policy Mgr	Owner:	Executive Director of Primary Education
Type of policy:	Trust-wide	Approval:	Education Standards Committee

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1. Introduction and aims

At St Mary's Catholic Primary School, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Ensure our environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Set clear guidelines for the use of mobile phones for pupils, parents/carers, volunteers and visitors

- 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

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

The policy does not cover staff use of mobile phones which is covered in the Staff Code of Conduct and Staff Acceptable Use policy.

2. Relevant guidance

This policy meets the requirements of section 36 of the Children's Wellbeing and Schools Act 2026, and the Department for Education (DfE)'s mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Educationthe Department for Education's non-statutory mobile phone guidance and behaviour guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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, and holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers quickly and clearly communicate the reasons for prohibiting the use of mobile phones.

4. Use of mobile phones by pupils

Pupils must not use mobile phones throughout the school day. Parents/carers are able to request (using the request form at appendix 1) that their child brings a mobile phone to school under the following circumstances:

- If a pupil is walking to or from school without parents (years 5/6) or for other exceptional reasons; (please state the reasons clearly on the form), AND
- The phone must be handed in to the office on arrival and must be switched off.

The phone is left at the owner's own risk and school is not responsible for loss or damage. Phones must not be taken on school trips/visits. Where mobile phones are used in or out of school to bully

or intimidate others, then the Headteacher or DSL 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.' Mobile phones include smartwatches.

4.1 Sanctions

- Mobile phones will be confiscated if a pupil hasn't handed their phone into the office at the start of the school day and returned to the pupil at the end of the school day. (Schools are permitted to confiscate phones under sections 91 and 94 of the Education & Inspections Act 2006)

- A confiscated phone will be kept in the office and can be collected by the child as they leave the premises. Parents will be notified the child did not follow the policy. The Class Teacher or TA will take the phone to the office for safe keeping.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of Keeping Children Safe in Education

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers (including governance committee members and contractors) must adhere to this policy.

This means:

- Not taking pictures or recordings of pupils, unless it's at 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 any images or videos that include children other than their own

- Not using phones in lessons, or when working with pupils

Parents/carers, 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/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers

- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for reporting any breaches of the school's policy for pupils using their phones, as set out in section 4 above, to a member of staff.

Parents/carers 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 their personal mobile during the school day.

6. Loss, theft or damage

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.

- Disclaimer on permission form for allowing a pupil to bring a mobile phone to school.

Confiscated phones will be stored in the school office in a cupboard. The Head Teacher and Office staff are responsible for the phones once confiscated

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

6. 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/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher in a timely manner.

Appendix 1: 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 [pupil name] to bring [their] mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs, for example for diabetes management
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers

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

The school reserves the right revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 2: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staff room or office
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

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 from the school office.

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