St Patrick's Catholic Primary School

The Catholic Diocese of Lancaster

Our Mission Statement:

"Sharing Our Faith, Inspiring Education, Achieving Our Dreams"

"Go, therefore, make disciples of all nations.
And look, I am with you always; yes, to the end of time." (Matthew 28:19-20)

Mobile Phone Policy

At St Patrick's Catholic Primary School, we celebrate that we are all unique and loved by God. With Christ at the centre of all we do, we strive to unlock each child's potential to become the individual they are created to be. We are working together to build a community built on love, faith, forgiveness and service.

Approved by ____J. Murphy (Headteacher) Date: __September 2026_____

Approved by Governing Body/Committee: _Resources_____ Date: September 2026_____

Next review date: _September 2028_____

1. Introduction and aims

At St Patrick'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:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors 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

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

2. Relevant guidance

This policy meets the requirements of the 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 responsible for consistently 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 2 years, reviewing it, 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 staff

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone 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 staffroom). Staff must keep mobile phones out of sight of children.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- 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 01524 851766 as a point of emergency contact.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Bard).

See GDPR Policy and Acceptable Use Policy for further information.

4.3 Safeguarding

Staff must not give their personal contact details to parents/carers 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/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

4.4 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:

- Use of multi-factor authentication (still in non-contact of children) Staff should log in to 2 factor authentication before the school day starts
- 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 that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office as per trip risk assessment procedures.

4.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils should not use their mobile phones, smart watches or smart glasses during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, before and after school whilst on school property.

If parents wish for children to bring phones as a security feature, they may do so in Y5 and Y6 but must hand the phone in to the school office at the start of the school day where it will be kept for safe keeping.

Mobile phones are not permitted on residential trips.

Mobile phones, smart watches and/or meta glasses are not allowed to be used on school grounds at all i.e. the playground, path leading from the school entrance.

Children must have permission from an adult at home if they need to bring their phone to school.

(See Appendix 1)

5.1 Use of smartwatches by pupils

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Smart watches are not allowed to be worn by children as stated in school's Home/School Agreement.

Smart Glasses and Wearable Devices

Smart glasses (such as Meta glasses) and other wearable devices with recording, camera, internet or communication functions are subject to the same restrictions as mobile phones. Pupils must not use these devices on school premises without permission. Any unauthorised recording, photography, filming or sharing of content is prohibited and may result in confiscation of the device and sanctions in accordance with the school's behaviour and safeguarding policies.

5.2 Sanctions

Sanctions will be implemented if pupils breach this policy.

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
- Mobile phones, smart watches and/or smart glasses will be confiscated by any staff member if found in use by a child on any part of school property.

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 (consensual and non-consensual sharing nude or semi-nude images or videos)

- Upskirting
- 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

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

Parents/carers, 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 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 without consent
- 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 that could identify a pupil

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

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.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use.

Pupils must secure their mobile 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.

Children who do not adhere to these rules will have their phones confiscated and they will be stored by the class teacher. Parents will have to collect confiscated phones and will be informed by the class teacher.

Lost phones should be returned to Mrs Charlson/Mrs Allen. The school will then attempt to contact the owner.

8. 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

9. 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 to bring mobile phone to school because they:

Please tick

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs

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

Once on school grounds, mobile phones are NOT permitted to be used for texting, messaging, photographing, recording of any type. Phones must be switched off. Any breach of these rules may result in phones being confiscated. Only parents can collect confiscated phones.

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

Parent/carer signature: _____

Pupil signature:_____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

10. 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 staffroom
- Do not take photos or recordings of pupils 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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