

# St. Chad's Catholic Primary School



*Grow in Love. Live in Peace*

## **Mobile Phone Policy**

2026- 2028

**Author: Senior Leadership Team (SLT)**

**Chair of Board of Directors: Marco Starace**

### **Safeguarding Statement**

This school takes notice of and adheres to all the national and local policies and guidance in regard to Safeguarding Children and Young People.

**Lead Safeguarding Persons: Mrs. T Lawlor, Mrs. P Mitchener and Mrs. J Mooney**

**Director Designated Safeguarding Officer: Marco Starace**

<b>Approved by:</b>	Tamsyn Lawlor	<b>Date:</b> 13/04/2026
<b>Last reviewed on:</b>	April 2026	
<b>Next review due by:</b>	April 2028	

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## 1. Introduction and aims

At St Chad’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 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).

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.

### **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).

### **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
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- Residential visits

Staff must:

- 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

## 5. Use of mobile phones by pupils

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

- Pupils will not be able to bring smartphones to school. They are totally banned.
- Parents wishing their children to carry a phone due to travelling arrangements will provide their child with a 'brick phone', and children must hand them into their teacher upon arrival at school, and collect them at the end of the school day.
- If a child is found with a smartphone/smart device, it will be confiscated and parents will be contacted to collect it at the end of the school day.

### 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.

- Smartwatches are banned in line with mobile phones

## 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 or of their own child
- Not using their phone on the school grounds. This is to ensure safeguarding and to model expected behaviour for children.
- 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 helping on 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 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.

## **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 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

## Appendix 1: Code of conduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

You must obey the following rules if you bring your mobile phone to school:

1. Phones must be of 'brick phone' type, with no smart features.
2. Phones must be switched off (not just put on 'silent').
3. Phones must be handed to a teacher upon arrival.
4. Phones must be collected at the end of the day/after-school club.

I agree to the above terms, and will abide by the rules.

Parent/carer signature: \_\_\_\_\_

Pupil signature: \_\_\_\_\_

Date: \_\_\_\_\_

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

PUPIL DETAILS	
<b>Pupil name:</b>	
<b>Year group/class:</b>	
<b>Parent/carer(s) name(s):</b>	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

List the appropriate reasons here. Some possible reasons below (delete as required):

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Are attending a school trip or residential where use of mobile phones will be allowed

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 to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: \_\_\_\_\_

Pupil signature: \_\_\_\_\_

FOR SCHOOL USE ONLY	
<b>Authorised by:</b>	
<b>Date:</b>	

## Appendix 3: 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 Staff Room
- 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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