




**St Charles Catholic Primary School**  
**Mobile Phone Policy**

This Policy was approved by adopted by The Local Governing Body of St Charles Catholic Primary School Approved by LGB	
Date: May 2026	Signed by 
It will be reviewed in 2 years	Review Date May 2028

**Mission Statement**

“Let all that you do be done in Love.  
Love is made possible by respect” St Charles Borromeo

At St Charles’ we pray, love and learn together as one school family, with Christ at our centre. We create and experience joy every day in our home, our school and our parish.

**Vision**

Children will leave St. Charles’:

- With a love for learning.
- With Christ in their hearts.
- With outstanding manners.
- Showing care and respect for all.
- Having achieved their best.
- With a sense of pride and confidence.
- With a deep sense of responsibility.
- With life-long skills to enhance their future.

**Values:**

Everyone at St. Charles’ will be:

- Compassionate
- Aspirational
- Determined
- Enthusiastic
- Humble
- Friendly
- Trustworthy

**St Charles is committed to creating an inclusive environment where every member of the community feels valued, respected, and supported. We celebrate diversity and promote equality of opportunity, ensuring all pupils can access learning and participate fully in school life. Through inclusive practice, positive relationships, and high expectations for all, we strive to remove barriers and enable every individual to achieve their full potential.**

## **Introduction and aims**

The purpose of this policy is to ensure the safeguarding and protection of children at our school by establishing clear expectations and guidelines for the use of mobile phones by children, staff, parents and visitors. This policy aligns with the statutory safeguarding duties under the [Keeping Children Safe in Education \(KCSIE\) 2025 Guidance](#).

At St Charles 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

## **Roles and responsibilities:**

### **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 and reviewing this policy and holding staff and pupils accountable for its implementation.

## **Use of mobile phones by staff:**

### **Personal mobile phones**

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, while children are present. 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. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- During a fire drill or other emergency situations.

The headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff must use the school office number (01530 270572) as a point of emergency contact.

## **Data protection**

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

More information can be found in the data protection policy.

## **Safeguarding**

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps. Recognising that staff may also be parents at the school and must adhere to the STA code of conduct and not discuss any school matters personally with other parents.

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's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

On occasions staff may use their mobile phone to access the internet/ work emails / cpmos during the school day. If this is essential and no other device is available, staff are able to use their phone but must make sure they log off correctly and not do this when in direct contact with children.

Staff may, on rare occasion, use their mobile phone to capture a photograph or video. E.g sporting event, church event, school trip. If this happens staff must download the photo to school social media straight away and the photos and videos must be deleted from the device. Regular reminders will be sent to staff to ensure this is adhered to.

Staff mobile phones in Class 1 (EYFS/Year1) will be put away securely in line with KCSIE.

## **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 aren't 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
- Refrain from using their phones to contact parents. If necessary, contact must be made via the school office

## **Sanctions**

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

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

## Use of mobile phones by pupils:

There is no need for our children to have mobile phones or smart watches in school.

There may be occasions where children will need to bring a mobile phone to school, this could include:

- Travelling to school by themselves
- Travelling home by themselves

Parents wishing for their child to use a phone to travel to / from school by themselves, first gain permission from the school office . (See Appendix 1 for application form)

If children bring phones (or smart watches) to school, they must not use them on school grounds (including the school driveway) and they must be taken immediately to the school office. They will be stored securely. Children will collect their device at the end of the school day.

Children will not be permitted to bring mobile phones on school trips, including residential.

Children are taught about safe internet use (including the use of mobile phones) through our ICT and Personal Development Curriculum.

## Sanctions

If a mobile phone is found on a child during school time, it will be taken immediately to the school office. Parents/Carers will be contacted to remind them of the expectations and the child will be spoken to.

If this happens on more than one occasion or if a child is found to be using a mobile phone during a lesson or to take images of other children, it will be taken to the office immediately and parents/carers will be invited into school for a meeting with a member of SLT.

Schools are permitted to confiscate phones from pupils under sections [91 and 94 of the Education Inspections Act 2006](#).

Staff have the power to search pupil's phones , as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a pupil's phone if you have reason to believe the phone contains pornographic images, or if it is being / has been used to commit an offence or cause personal injury.

## 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
- 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, 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 or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents

- 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 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.

## **Loss, theft or damage**

Pupils bringing phones to school must ensure that phones are stored securely in the school office. Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

All children's phones are handed into the school office and collected from there at the end of the day.

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.

Staff have a responsibility to make sure their personal phone is stored safely. Staff must also secure their personal phones with passwords / codes. Failure by staff to do so could result in data breaches.

## **Monitoring and review**

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

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

This policy needs to be read in conjunction with the following policies:

On-line Safety Policy

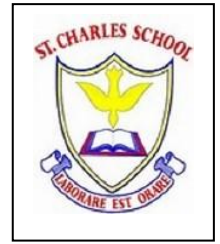
Behaviour Policy

Anti-bullying policy

Acceptable use policy

Staff Code of Conduct

This policy will be reviewed every 2 years



## Consent to bring a Mobile Phone to School

Name of Child.....

Class.....

I give consent for my child to bring a phone into school each day for the purpose of walking to / from school unaccompanied.

- I understand that the mobile phone will handed in to the school office on arrival in the morning and collected at the end of the school day.
- Phones will be stored in the school office for the duration of the school day.
- I will ensure that phones will be secured as much as possible, including using passwords or pin codes to protect access to the phone's functions.
- 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.

Name of Parent / Carer.....

Signature of Parent / Carer.....

Date.....



## Appendix 2 : Message to be shared with all visitors on sign in to school

### 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 where pupils are present. If you must use your phone, you may go to the staff room or school 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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