



St Anne's RC Primary

MISSION STATEMENT

'To live happily, love unconditionally and learn enthusiastically with Jesus by our side.'

Mobile Phone Policy

Date reviewed	Sept 2026
Date to be presented to Governors	October 2026
Date to be reviewed	Sept 2028

Introduction and aims

At St Anne's, 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 and poor behaviour that disrupts learning and the well-being of children and / or staff
- 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.

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](#).

Roles and responsibilities

Staff

All staff (including teachers, support staff, supply staff and external staff for example, sports coaches, music teachers etc) 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.

Governors

Governors will be provided with information about the implementation of this policy and the issues that use of mobile phones cause in school.

Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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).

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 0191 534 4555 as a point of emergency contact.

Special arrangements by staff for the use of mobile phones in school must not be assumed and must be agreed with the Headteacher.

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 Gemini AI).

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.

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

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct. Staff will withhold their personal number before they make a call.
- 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

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

The DfE's most recent mobile phone guidance says that pupils should not use mobile phones throughout the school day.

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

The school's policy is that generally, pupils are not permitted to bring their phones in to school except in exceptional circumstances which must be agreed with the Headteacher. An example of these circumstances are listed below in 5.2.

The Headteacher reserves the right to

- Ban mobile phones from the school premises altogether if this is deemed appropriate
- Ensure that mobile phones are handed in to the office on arrival for any children who have permission to have phones in school
- Confiscate phones from pupils who do not have permission to bring phones in to school – all confiscated phones will be returned exclusively to parents / carers at the end of the school day and not directly to the pupil.

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.

Our school's approach is that smartwatches are NOT allowed to be worn in school by pupils.

Sanctions

Sanctions we may use if a pupil is in breach of this policy. For example:

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

and Inspections Act 2006

➤ If they are confiscated, Headteacher can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the [DfE's guidance on mobile phones in schools](#))

Named senior leaders have the power to search pupils' phones in specific circumstances, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance and our Behaviour and Relationships policy allows the Headteacher or Deputy Headteacher to search a pupil's phone if there is a good reason to do so (such as having reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause harm to another person).

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](#)

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

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.

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. Secure storage means handed in to the office as soon as child enters school.

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.

We will make sure pupils and parents/carers are aware of the disclaimer above by:

Asking parents to agree to this disclaimer via our Arbor consent system

Providing a copy of your policy and disclaimer to new pupils and parents/carers

Confiscated phones will be stored in a locked cabinet in the admin office.

Confiscated phones will be returned to the parent / carer of the child as soon as they can be present at school. Under no circumstances will a confiscated phone be returned to the child.

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

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 Mrs Carr, Headteacher in a timely manner.

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



Code of Conduct – Pupil Use of mobile phones in school hours

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

You may not use your mobile phone during lessons or once you have entered school.

Your mobile phone must be handed in to a member of staff

Phones must be switched off (not just put on 'silent').

You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.

You cannot take photos or recordings (either video or audio) of school staff or other pupils.

Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.

Don't share your phone's password(s) or access code(s) with anyone else.

Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:

Email

Text/messaging app

Social media

Don't 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 and relationships policy.

Don't use your phone to view or share pornography or other harmful content.

You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.



Mobile phone information 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 school 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.

