

Our Lady of Lourdes Catholic Primary School



Our Lady of Lourdes
Catholic Primary School

Love, Live and Learn as Jesus Taught Us

MOBILE PHONE POLICY

Written By	Meg Wilson
Approved/Ratified by Governing Body Date	28 th September 2026
Review Date	First FGB in next academic year 2027/2028
Signed electronically by Headteacher (Meg Wilson)	<i>M Wilson</i>
Signed electronically by Chair of Governors (Joan Curran)	<i>J Curran</i>

Introduction and aims:

At Our Lady of Lourdes Catholic Primary School, 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.
- Provide 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
- Risk of theft, loss or damage
- Appropriate use of technology for learning purposes

Throughout this policy, 'mobile phones' refers to mobile phones and similar devices, including smart watches and any other smart devices.

Role and Responsibilities:

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 reviewing it every 3 years, 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 are responsible for ratifying this policy.

Use of 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 and while pupils 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 staffroom, or your classroom when children are not present).

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 01454 867160 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, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g. ChatGPT and Google Gemini).

Safeguarding:

Staff must not give their personal contact details to parents/carers or pupils, including by connecting through social media and messaging apps. If staff are friends with someone on social media through a relationship unrelated to work, they must inform the headteacher: who the parent is, the extent of their relationship. The headteacher may request that the social media contact is not deemed appropriate and therefore whilst you remain working for the school you must disconnect the social media access. If the headteacher deems the social media access acceptable, you must make all attempts to restrict the parent/carer from seeing any personal information that may put the schools reputation into dispute. (Please refer to the staff code of conduct for acceptable professional conduct)

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. Only in extenuating circumstances may this be allowed. If this is the case, the head teacher must be informed the content must be uploaded onto the school system immediately and removed from your device, including in 'deleted pictures'.

School Apps that may require your personal device:

- C-POMS. Access to C-POMS is dependent on an authentication code from your device. All attempts to access C-POMS must be out of child contact time. If this was not possible, the headteacher must be informed.
- Class Dojo. Class Dojo is the school communication platform to showcase the children's experiences in school. No pictures from this should be uploaded to your personal device. Settings around communication with parents should be set to school working hours.

Using personal mobile phones for work purposes:

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions
- Use of multi-factor authentication
- Emergency evacuations, invacuations/lockdown situations
- 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. If due to extenuating circumstances this does take place, the head teacher must be informed immediately and all content must be uploaded to the school system immediately and deleted fully from your device including from 'deleted pictures'.
- Refrain from using their phones to contact parents/carers directly. If necessary, contact must be made via the school office.

Sanctions:

Staff that fail to adhere to this policy and inline with staff code of conduct may face disciplinary action. See the school staff disciplinary policy for more information.

Use of mobile phones by pupils:

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for example, for a specific medical reason).

If a child brings a mobile phone into school due to travel to and from school arrangements to following applies:

- We advise the child has a non-smart device.
- Children must put their mobile phone into the box in their classroom immediately on entrance. The phone must be switched off.
- The box is delivered to the office where it remains for the rest of the day.
- Children receive the phone box at the end of the day to return home.
- Children will not be permitted to take mobile phones on school trips or residential.

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly during PSHE lessons, to make sure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

Use of Smartwatches by pupils:

The DfE's statutory [mobile phones guidance](#) includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in its policy.

No other smart devices are permitted in school this includes but is not limited to:

- Smart watches
- Smart glasses

Sanctions:

If a mobile phone is found on a pupil for the first time, it will be confiscated and kept in the office for collection at the end of the day. If they are found repeatedly with the device on them, going against school policy, the phone will be kept in the office until a parent/carer collects it.

If, following previous sanctions, the policy still continues to be breach, this will be deemed as a consistence breach of school policy and consequences will fall in line with the behaviour policy, which could include isolations and exclusions.

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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider whether pastoral support, an early intervention, or a referral to children's social care is appropriate.

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:

- Making of or sharing nudes and semi-nudes including images that are digitally altered or wholly generated using AI (such as 'deepfakes' or 'deep nudes')
- 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 and carers are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

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, when working with pupils or while children are present

Parents/carers, visitors and volunteers will be informed of mobile phone use on entrance through reception.

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, but must refer any proposed 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 make sure that their phones are appropriately labelled and handed to the school office.

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 or from school.

Confiscated phones will be stored in the school office.

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

Monitoring and review:

The school is committed to making sure 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 DfE, 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 Wilson the headteacher.