Mobile Phone Policy

School: St Thomas the Martyr CE Primary School
Policy review date: November 2027
Responsible person: Headteacher

1. Aims

The school recognises that mobile phones are an important part of everyday life. However, we believe that primary school children should have the opportunity to learn, play and socialise without the distraction or potential risks associated with mobile phones.

This policy aims to:

- Protect pupils from inappropriate use of technology.
- Promote positive social interaction and communication.
- Reduce distractions and maximise learning opportunities.
- Safeguard pupils and staff.
- Ensure a consistent approach to mobile phone use across the school.

2. Pupil use of mobile phones

Pupils are not permitted to use mobile phones during the school day.

This includes:

- Classroom lessons.
- Breaktimes and lunchtimes.
- Before and after-school activities taking place on school premises.
- School trips and educational visits, unless specific arrangements have been agreed by the school.

We strongly discourage pupils from bringing mobile phones to school.

Where a parent or carer believes their child needs a mobile phone for safety reasons when travelling to and from school, permission must be requested from the Headteacher.

Any phone brought into school with permission must:

- Be switched off.
- Be handed to the designated member of staff on arrival.
- Be stored securely for the duration of the school day.
- Be collected at the end of the school day.

Pupils must not access their phones during the school day.

Smartwatches and other wearable devices with messaging, calling, recording or notification functions are subject to the same restrictions.

3. Exceptional circumstances

The school recognises that some pupils may require access to a mobile phone or connected device for medical, disability-related or other exceptional reasons.

Any exceptions will be considered individually by the Headteacher and appropriate arrangements will be agreed with parents or carers.

Reasonable adjustments will be made where necessary to meet pupils' medical, SEND or other individual needs.

4. Staff use of mobile phones

Staff must not use personal mobile phones for personal purposes in front of pupils during the school day.

Staff may use school-authorised devices for legitimate educational, professional or safeguarding purposes.

Where photographs or videos of pupils are required, school-approved devices and procedures must be followed.

Staff must never use personal devices to photograph or record pupils unless specifically authorised under the school's safeguarding arrangements.

5. Parents, carers and visitors

Parents, carers and visitors are asked to refrain from using mobile phones when interacting with pupils or moving around the school.

Mobile phones must not be used to photograph or record pupils without the school's permission.

Parents and carers should contact the school office if they need to communicate an urgent message to their child during the school day.

6. Breaches of the policy

If a pupil is found using or accessing a mobile phone without permission:

- The phone will be confiscated and kept securely by a member of staff.
- Parents or carers will be informed.
- The phone will normally be returned to a parent or carer at the end of the school day.
- Repeated breaches may result in further sanctions in line with the school's behaviour policy.

All incidents will be dealt with consistently and proportionately.

7. Safeguarding

The school takes its safeguarding responsibilities seriously.

Any concerns involving inappropriate images, online bullying, harassment or other misuse of mobile technology will be dealt with in accordance with the school's safeguarding, child protection and behaviour policies.

8. Communication and review

This policy will be shared with staff, parents and carers and made available on the school website.

The policy will be reviewed annually or earlier if there are changes to statutory guidance or school requirements.