Saint Ambrose Catholic Primary School

Mobile Phone Policy

Approved by Governing Board: October 2026

To be reviewed: Autumn 2027



1. Introduction and aims

Mobile phones are a common part of modern life and can offer convenience and reassurance for families. However, their presence in school can present risks to safeguarding, data protection and the effective management of learning. This policy sets out clear expectations for the safe, responsible and appropriate use of mobile phones by pupils, staff, parents, visitors and volunteers.

This policy aims to:

- Promote safe and responsible use of mobile phones
- Protect pupils, staff and visitors from safeguarding and data protection risks
- Support the school's behaviour, safeguarding and GDPR policies
- Minimise disruption to learning and school life

2. Legislation and guidance

This policy is informed by Department for Education guidance on behaviour, searching, screening and confiscation, safeguarding requirements, guidance for safer working practices for Adults and data protection legislation.

3. Definitions

- **Mobile phone:** any personal device capable of making calls, sending messages, accessing the internet or recording images, including smartphones and smart devices
- **School site:** All buildings and outdoor areas within the school boundary gates

4. Roles and responsibilities

- **Headteacher:** is responsible for ensuring the policy is implemented consistently and reviewed regularly.
- **Staff**: are responsible for enforcing this policy, modelling appropriate use of mobile phones and reporting any breaches in line with school procedures.
- **Parents, carers, visitors, volunteers:** all adults on site are expected to comply with this policy and support the school in maintaining a safe learning environment.

5. Pupils

Permitted possession:

- Pupils in year 5 & 6 may bring a mobile phone to school if they travel to or from school independently
- All mobile phones brought onto site must be switched of**f**

Storage:

- Pupils must hand their phone into the office on arrival
- Phones are stored securely in the school office and returned at the end of the day
- Any child in other year groups who accidentally bring in a phone to school must notify an adult immediately so that the device can be safely stored in the school office and returned to a collecting adult at home time.

Prohibited use:

- Mobile phones must not be used on the school site before or after school
- Phones must not be used to take photographs, videos or audio recordings of pupils, staff or visitors
- Phones must not be used anywhere inside the school building

Sanctions:

- Phones used inappropriately will be confiscated in line with the Behaviour Policy
- Repeated misuse may result in a ban on bringing a phone to school
- Staff may search phones in line with DFE guidance if safeguarding concerns arise

6. Staff use of mobile phones (to be read alongside staff IT code of conduct)

General use:

- Personal mobile phones must be switched to silent or switched off and stored away out of sight during contact time with pupils
- Use is restricted to no-contact time and areas where pupils are not present
- Emergency contact should be made via the school office
- Use security measures to prevent access to functions on their phones

Safeguarding and data protection:

- Staff must not share personal contact details with pupils or parents
- Photographs of pupils must only be taken using school devices
- Images must be stored securely and deleted in line with school data protection procedures.

Sanctions:

Breaches of this policy may result in disciplinary action in line with the Staff Code of Conduct.

7. Visitors, parents, governors and volunteers

Visitors, parents and volunteers must adhere to the same expectations as staff while on site. On arrival they will be informed of the expectations around the use of mobile phones.

They must not:

- Use mobile phones in classrooms or around pupils
- Take photographs or videos of pupils at a public event and only of their child
- Share school related images or information on social media without appropriate consent

8. Use of mobile phones for work related purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. However, staff should ensure that:

- Use of mobile phones on these occasions is appropriate and professional
- When parents are accompanying an educational visit, they are informed that they must not make contact with other parents (via calls, text, email or social networking) during the trip or use the mobile phone to take photographs or recordings of children
- Staff are permitted to use their mobile phones for 2 factor authentication for specific school based electronic platforms such as CPOMS, school bank
- On residential visits or school trips staff may use their phones to access school messages, WhatsApp, school spider to communicate directly with the Headteacher/DHT/ School business manager.
- All teachers have an iPad provided by the school to take photographs. Photos can be uploaded to the school network, website or tapestry with the parent's permission. All parents complete a consent form to enable us to publish photos on the website. All staff have a list of children who do not have consent for their photo to be taken.

9. Loss, theft or damage

- The school accepts no responsibility for the loss, theft or damage of personal mobile phones
- All devices should be secured with passwords and stored safely
- Confiscated phones are stored securely in a locked cabinet in the school office until an adult collects them

10. Monitoring and review

This policy will be available to parents via the school office or the school website.
Parents are encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phones and the benefits of a mobile free environment.
This policy will be reviewed yearly, or earlier if required, and approved by the governing board.

11. Data protection

All personal data and images with mobile phone use will be managed in accordance with the school's GDPR and Data Protection policies.