Blessed Edward Campion Federation Mission Statement

Christ taught us to love one another.
As a school we follow his example, appreciating everyone as a unique gift from God.
We encourage each individual in the BEC Federation to achieve their true potential, giving them a firm foundation through love, learning and worship, to guide them on their journey through life.
Jesus said, "Love one another as I have loved you." (John 13: 34)

Mobile Phone Policy 2025-27

Policy Type	Policy Number	Prepared by (job title) and date
Non-Statutory	NS25	Graeme Hawes September 2025
Approval Date	Review Frequency	Review Due Date
02.12.25	Annual	Autumn 2027
Signed on behalf of the Full Governing Body	*G.M.Kendrick* (Chair of Governors)	02.12.25

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1. Introduction and aims

At St Patrick's Catholic Primary School we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for some of 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
- 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.

2. 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.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) 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 two 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.

4. Use of mobile phones by staff

4.1 Personal mobile phones

Use of personal mobile phones should be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staff room, an office, classroom before / end of school day). However, there are times for pupil safety and safeguarding when mobile phones and personal mobile phones can be used.

For example:

- Medical support for pupils (diabetes monitoring).
- Supervising pupils at playtime and lunchtime.
- Supervising pupils during a PE lesson.
- Supervising pupils at Forest School.
- Supervising pupils on a residential or trip.

Staff will:

- Not have their mobile phones visible.
- Not use their personal phones to take photographs or recordings of pupils, their work, or anything else.
- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct and other policies.
- Record any occasion in which a call has been made using a mobile phone on CPOMS if this has been made in front of a child.

There may be other 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:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

There may be other circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for work reasons. For instance:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips

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 as a point of emergency contact.

4.2 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 Bard).

Please refer to the school's data protection policy.

4.3 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.

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct and acceptable use policy

4.6 Sanctions

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

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

5. Use of mobile phones by pupils

Pupils who bring mobile phones to school will lock their phones in a designated area. No pupils should use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

5.1 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 not allowed and parents and carers will be informed if a child has brought one into school and this smartwatch will be removed and returned to the parent or carer.

6. 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 class performance), or of their own child
- Using any photographs or recordings for personal use only of their own child, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils
- Not using phones in the Early Years setting

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.

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.

7. 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.

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.

Confiscated phones will be stored in the Headteacher's office in a locked cabinet.

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

8. 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