



St Antony's Catholic Primary School

Mobile Phone Policy

Mission Statement

'God is at the heart of our school.

With the help of our community, we will strive to learn, love and achieve.'

Policy date: January 2026

Review Date: January 2027

Mobile Phone Policy

At St Antony's Catholic Primary School we are committed to safeguarding and promoting the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

This policy applies to all individuals who have access to mobile phones on site. This includes staff, volunteers, children, young people, parents/ carers, visitors and any lettings.

This policy should also be read in relation to the following documentation:

- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Acceptable use Policy
- E-safety Policy
- Whistleblowing Policy
- Staff Code of Conduct

Policy statement

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.

It is appreciated that it can be very difficult to detect when such devices are present and being used, particularly in relation to functions such as camera phones. The aim is to avoid distraction and disruption of the working day and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Designated 'mobile free' areas are;

- Changing areas- classrooms/ cloakrooms whilst children are changing for activities
- Toilets

A zero- tolerance policy is in place with regards to the use of mobiles by any individual in these areas.

Procedures

Staff, volunteers and student teachers, are permitted to have their mobile phones about their person. However, there is a clear expectation that all personal use is limited to lunch / playtime breaks.

Other than in exceptional circumstances, phones must be switched off and calls and texts must not be taken or made during lesson time.

Staff, volunteers and student teachers are not permitted, in any circumstance, to use their phones for taking, recording or sharing images and 'mobile free' areas must be observed at all times.

Mobile Phone Policy

Staff, Volunteers and Student teachers are not permitted to use their personal phones for contacting children, young persons and their families within or outside of the setting unless authorised by a member of the SLT.

Parents/ carers, visitors and contractors are respectfully requested, not to use their mobile phones in any of the designated mobile free areas. Should phone calls and / or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others. Any individual bringing a personal device into the setting must ensure it contains no inappropriate or illegal content. **Staff**

- Staff members are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- Staff should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class time.
- Mobile phones should not be used in a space where children are present (classroom/playground).
- Use of phones (including receiving/sending texts and emails) should be limited to non contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that staff security protect access to functions of their phone.
- Staff members are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras and tablets.

Emergency Contact

It is recognised that mobile phones provide direct contact to others, and at times provide necessary reassurance due to their ease of access, particularly at stressful times.

Practitioners, therefore, in agreed exceptional circumstances are permitted to keep the volume of their phone switched on. This is to enhance their own well-being and peace of mind. Such use will be for an agreed limited period only until any concerns or issues leading to the exceptional circumstance request have been resolved.

Pupils

- Pupils are not permitted to have mobile phones in class or on school trips.
- Pupils are permitted to bring mobile phones into school if they are walking to or from school without parents (years 5/6 only). The phone must be handed in to the office staff, switched off, first thing in the morning and collected at the end of the day. The phone is left at the owner's own risk.
- At school organised events, for example the school disco, pupils are not permitted to have mobile phones.
- Mobile phones brought to school without permission will be confiscated and returned at the end of the day.

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- Where mobile phones are used in or out of school to bully or intimidate others, then the Head Teacher has the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site'

Volunteers, Visitors, Governors, Contractors and Lettings

- All Volunteers, Visitors, Governors, Contractors and Lettings are expected to follow our mobile phone policy as it relates to staff whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones.

Parents

While we would prefer parents not to use their mobile phones while on school grounds, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment. We ask parent helpers to only use their mobile phone in child free areas.

We also allow parents to photograph or video school events such as shows or sports day using their mobile phones but insist that parents do not publish images (e.g. on social networking sites) that include any children other than their own.