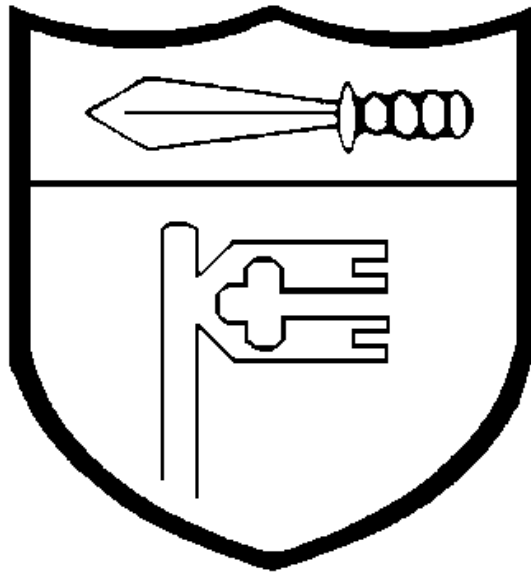


Ss. Peter and Paul Catholic Primary School, a Voluntary Academy



Mobile Phone and Personal Smart Device Policy

School Responsibility: Mrs C. Ripley

Date: September 2026

Headteacher: Mr. C. Power

Date: September 2026

Governor: Mr Mark Foster

Date: September 2026

Review:

Date: July 2027

This policy sets out the expectations at Ss Peter and Paul for the use of mobile phones and personal smart devices by pupils, staff, governors, volunteers, visitors and parents.

The aims of this policy are to:

- safeguard children and staff
- promote a safe and positive learning environment
- minimise disruption to teaching and learning
- protect privacy and confidentiality
- support the school's safeguarding responsibilities
- ensure compliance with current Department for Education (DfE) guidance, Keeping Children Safe in Education (KCSIE), data protection legislation and the UK GDPR.

This policy should be read alongside:

- Child Protection and Safeguarding Policy
- Behaviour Policy
- Staff Handbook
- Online Safety Policy
- Data Protection Policy
- Acceptable Use Agreements
- Educational Visits Policy

Scope

This policy applies to:

- all pupils
- all staff
- governors
- volunteers
- contractors
- visitors
- parents and carers whilst on the school site or attending school events.

For the purposes of this policy, "mobile phones" includes:

- mobile phones
- smartphones
- smart watches with communication capability
- tablets with mobile connectivity
- any personal device capable of making calls, sending messages, taking photographs or videos, recording audio or accessing the internet.

Principles

The school recognises that mobile phones are an important means of communication. However, during the school day the priority is ensuring pupils can learn in a safe, calm and distraction-free environment.

The school therefore expects that pupils will not use personal mobile phones during the school day except where expressly authorised by the Headteacher or designated member of staff.

Pupil Mobile Phones

Bringing phones to school

At St Peter and Paul, children are discouraged from bringing mobile phones to school. Where parents believe a Year 6 child requires a mobile phone for travelling to and from school independently, permission should be sought from their class teacher. The school accepts no responsibility for loss, theft or damage.

Phones must:

- be switched off before entering school
- not be used anywhere on the school site, including the school grounds
- be handed in to the class teacher on arrival
- be collected at the end of the school day.

Use during the school day

Pupils must not:

- use mobile phones during lessons
- use phones during break or lunchtime
- take photographs or videos
- record audio
- access social media
- send messages
- make calls.

This expectation applies throughout the school day, including educational visits.

Reasonable adjustments will be made where necessary, including for:

- medical needs
- disability
- individual safeguarding arrangements
- other exceptional circumstances agreed by the Headteacher.

If a child does not follow these expectations:

- the phone will normally be confiscated by a member of staff
- parents may be asked to collect the device
- appropriate behaviour sanctions may be applied in line with the Behaviour Policy.
- Unauthorised images or recordings may be deleted where lawful to do so and safeguarding procedures followed where appropriate.

Staff will not routinely search the contents of a child's phone unless it is lawful to do so and it is necessary and proportionate.

Staff and Volunteers Mobile Phones

Staff may bring personal mobile phones onto the school site. They should ensure that their family members have the school office number (0113) 323 0419.

During working hours staff should:

- keep phones on silent
- store them securely
- use them only during breaks, in emergencies or for multi-factor authentication
- avoid personal calls or messaging during teaching time.

Staff must never use personal phones:

- whilst supervising pupils unless in an emergency
- to photograph pupils
- to record pupils
- to communicate with pupils.

There may be occasions where staff need to have mobile phones on and accessible for example when a family member is ill or when they are waiting for a phone call from a medical professional. This should be agreed with a member of SLT.

School-issued devices should be used where photographs, videos or communication are required for educational purposes.

Contact with Pupils

Staff must never:

- exchange personal phone numbers with pupils
- communicate with pupils via personal messaging services
- use personal social media for communication with pupils.
- all communication must take place through approved school systems.

Only school-owned devices or approved school systems may be used to photograph or record pupils.

Images must:

- be stored securely
- only be used for authorised school purposes
- comply with parental consent arrangements
- comply with the school's Data Protection Policy.

Breaches by staff may result in:

- management action
- disciplinary procedures
- referral to external agencies where appropriate.

Serious safeguarding concerns will always be dealt with in accordance with statutory guidance.

Parents and Carers

Parents and carers are asked to:

- keep mobile phone use to a minimum when on site
- avoid using phones during assemblies and performances unless invited to do so
- not photograph or film other children

- respect requests made by staff regarding photography.

Parents should not approach children other than their own to take photographs or recordings.

Governors

Governors should:

- follow this policy during visits
- not photograph pupils
- maintain confidentiality regarding information stored on mobile devices
- ensure any school information accessed remotely is secure.

Safeguarding

At St Peter and Paul, we recognise that mobile phones can present safeguarding risks including:

- online abuse
- cyberbullying
- inappropriate image sharing
- access to harmful content
- recording without consent
- breaches of privacy.

Any safeguarding concerns involving mobile phones will be managed in accordance with the Child Protection and Safeguarding Policy and reported to the Designated Safeguarding Lead (DSL). Where criminal offences are suspected, the police may be informed.

Data Protection and Confidentiality

All users must comply with:

- UK GDPR
- Data Protection Act 2018
- school data protection procedures.

Personal data must not be stored, photographed or transmitted using personal devices unless expressly authorised.