



St Mary's Catholic Primary School

Mobile Phone Policy

<i>Author/s</i>	<i>L Concannon</i>
<i>Review Frequency</i>	<i>Annual</i>
<i>Date approved by governors</i>	<i>September 2026</i>
<i>Date of next review</i>	<i>September 2027</i>
<i>Purpose</i>	<i>The purpose of a mobile phone policy is to safeguard pupils, protect staff, ensure privacy and data security, and maintain a safe and professional learning environment.</i>
<i>Links with other policies</i>	<i>Safeguarding</i>

1. Policy Statement

St Mary's Catholic Primary School is committed to providing a safe, secure and focused learning environment. In line with Department for Education (DfE) guidance, the school operates as a mobile phone-free environment for pupils during the school day.

2. Pupil Mobile Phones

Pupils are not permitted to bring mobile phones into school unless prior permission has been granted by the Headteacher. Permission may be granted where a pupil walks home independently or is not collected by a parent and requires a phone for safety reasons.

Storage of Approved Phones

All approved phones must be switched off before entering school and handed to school staff on arrival. Phones will be stored securely in the Headteacher's Office and returned at the end of the school day.

3. Use of Phones by Pupils

Pupils must not use mobile phones on the school site or take photographs, video recordings or audio recordings.

4. Staff Mobile Phones

Staff may have personal mobile phones in school. Phones may be used in the staffroom during breaks and in classrooms or work areas after pupils have left at the end of the school day. Personal devices must not be used to photograph or record pupils except in exceptional circumstances where no school device is available and there is a legitimate educational, safeguarding, health and safety, or welfare reason for doing so. Any such use must be authorised by the Headteacher or designated senior leader wherever possible, and any images or recordings must be transferred immediately to the school's secure system and deleted from the personal device.

5. Visitors and Volunteers

Mobile phones should be on silent and not used to photograph or record pupils without permission from the Headteacher.

6. Safeguarding

The school recognises the safeguarding risks associated with mobile phones, including unauthorised photography, online safety concerns and privacy issues.

7. Medical and Accessibility Requirements

Reasonable adjustments will be made where a phone or smart device is required for medical or accessibility reasons.

8. Monitoring and Review

This policy will be reviewed annually by the Headteacher and Governing Body.

Reference

Department for Education: Mobile Phones in Schools (2026).