



Christ the King Catholic Primary School

Mobile Phone Policy



Christ the King Primary School

- ✦ To live & learn together in harmony.
- ✦ To grow & develop in Christ.
- ✦ To reflect God's love in all we do.

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1. Introduction and aims

At Christ the King Catholic Primary School, we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for 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 Deputy Headteacher/DSL is responsible for monitoring the policy every 3 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.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present and during any contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom/PPA room). This includes both the making and answering voice calls or sending voice messages, pictures/videos or text messages on any platform. This includes the use of smart watches to make/receive calls or send any messages.

There may be 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 (this list is non-exhaustive):

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

The deputy headteacher will decide on a case-by-basis whether to allow for special arrangements. It is the staff member's responsibility to seek permission to have a personal phone on or accept/make a phone call during contact time and ensure appropriate safety measures/supervision arrangements are in place.

If special arrangements are not deemed necessary, school staff can use the school office number (020 7272 5987) 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).

For more information on data protection, please see the school's data protection policies and ICT acceptable user policies.

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.

Please see the staff Code of Conduct for more information.

Staff must not use their personal mobile phones or any other device including tablets, laptops, computers, cameras or recording devices to take photographs or recordings of pupils, their work, or anything else which 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.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- To use multi-factor authentication
- Emergency evacuations
- Supervising off-site trips

- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. These phones remain the property of Christ the King catholic primary school.

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.

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

At Christ the King, pupils are not permitted access to mobile phones at any time during the day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

Children are not permitted to bring mobile phones onto the school premises, including the office area. No mobile phones are permitted in classrooms, including those who come to school and leave unaccompanied.

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 including smart watches.

Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls and listen to music. Some smart watches have wellness and health-related features.

Children are not permitted to bring smart watches into school.

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5.1 Sanctions

If a child is in breach of this policy, the phone will be confiscated. Parents will need to collect the device from the school office personally.

Schools are permitted to confiscate mobile phones and other devices under sections 91 and 94 of the Education and Inspections Act 2006.

Headteachers are permitted to confiscate mobile phones and similar devices for the length of time they deem proportionate according to the DfE Guidance on the use of mobile phones in school. This may be for a day, two days or a week depending on the number of breaches and whether the device has been used on the school premises.

Schools have the power to search pupil's phones in specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation. This guidance allows schools to search phones if there is a good reason for doing so (such as having reason to believe the phone contains pornographic images, or if it is being used/has been used to commit an offence or cause harm to another person)

Staff will follow the procedures as set out in the Safeguarding and Child Protection Policy if they suspect a child is at risk from harm.

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs, disability)
- The pupil's behaviour may indicate they may be suffering, or at risk of, harm. If this is suspected, staff will follow the appropriate procedure set out in Part 1 of [Keeping Children Safe in Education](#)

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

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 of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Parents/carers must always use the school office as the first point of contact if they need to get in touch with their child during the school day.

7. Loss, theft or damage

Staff/Visitors must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. This also applies to phones belonging to CTK, 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 school office. If they are kept overnight (confiscated) they will be kept in a secure location.

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

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact of 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