



CHARLTON HOUSE

— Catholic Prep —

Nurturing excellence, embracing
communities and inspiring futures

Mobile Phone Acceptable Use Policy

Reviewed and approved by the Curriculum Committee November 2024
To be reviewed by Curriculum Committee November 2026

Date	Nov 2022	Nov 2024		
Reviewed by	FGB	FGB		

Introduction

At Charlton House Catholic Prep we recognise that mobile phones, including smart phones and other digital devices with the capability to record images (iPads/tablets), are an important part of everyday life for our pupils, parents and staff, as well as the wider school community. We aim to set an example for safe and responsible phone use by giving clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers.

At Charlton House Catholic Prep, we are also aware 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

All staff are responsible for 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.

Staff policy

Staff should only use their phones during non-contact time and within areas of the school where pupils are not present. There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

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

The head of school will decide on a case-by-case basis whether to allow for special arrangements.

Mobile phones should be switched off and left in a safe place during lesson times. The school cannot take responsibility for items that are lost or stolen.

Staff must refrain from giving their personal contact details to parents 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 or pupils.

Staff must not use their mobile phones 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.

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:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances staff will use their phones in an appropriate and professional manner, in line with our staff code of conduct.

This guidance should be seen as a safeguard for members of staff, the school and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Whistleblowing policy and associated procedures.

Staff & other adults regularly involved in or visiting the school must ensure that any file stored on their phone does not:

- Display images of violence, injury or death
- Contain pornographic or abusive material
- Promote intolerance and/or discrimination of race, gender, disability, sexual orientation, religion or age
- Relate to criminal activity e.g. buying and/or selling drugs
- Relate to unlawful activity e.g. breach of copyright
- Potentially or actually generate a security risk to the school or cause offence

Parents, Visitors or Volunteers in School Policy

Adults either in school or accompanying children on school trips should not use their mobile phone to take pictures of pupils unless it is at a public event such as a Class assembly, Sports day or Summer fair and of their own children.

Adults, visitors or volunteers in school should only use their mobile phone within the confines of the school office or staff room. Visitors will be briefed on entry about the appropriate use of mobile phones and they will be asked not to use them whilst on site. Parents accompanying children on school trips should not use their mobile phones to take pictures of children.

Pupil Policy

While we fully acknowledge a parent's right to allow their child to bring a mobile phone to school if they walk to and from school without adult supervision, Charlton House Catholic Prep discourages pupils from bringing mobile phones to school due to the potential issues raised above.

When a child needs to bring a phone into school, a permission slip (Appendix 1) must be signed by the parent and the phone must be left in the school office at the start of the day and collected at the end of the day. Phones should be clearly marked so that each pupil knows their own phone. Parents are advised that Charlton House Catholic Prep accepts no liability for the loss or damage to mobile phones which are brought into school or school grounds.

Where a pupil is found by a member of staff to be using a mobile phone, the phone will be confiscated from the pupil, handed to a member of the office team who will record the name of the pupil and attach it to the phone. The mobile phone will be stored by the school office. The pupil may collect the phone at the end of the school day. A letter will be sent home to parents requesting that a permission slip be returned the next day. If this practice continues then the school will confiscate the phone until an appropriate adult collects the phone from the Headteacher.

If a pupil is found taking photographs or video footage with a mobile phone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to our Behaviour Policy.

If images of other pupils or a teacher have been taken, the phone will not be returned to the pupil until the images have been removed by the pupil in the presence of the Head Teacher. (Please see more guidance on sexting in our child protection policy).

We ask that parents should talk to their children about the appropriate use of text messages as they can often be used to bully pupils.

Should parents need to contact pupils or vice versa during the school day, this should be done via the usual school procedure of contacting the school office via phone or email.

The policy supports the Health & Safety, Anti bullying, Child Protection and Safeguarding and Internet/E-safety policies. This policy will be monitored and reviewed as required but at least every two years.

Appendix 1 – Parental Permission letter

Dear Parent/Carer

In accordance with our mobile phone policy, if your child is bringing in a mobile phone to school on a regular basis, please could you sign the form below to give your permission for your child to do this and remind them of our school policy.

- Your child needs to bring their phone to the school office first thing in the morning before they go to their classroom and collect it at the end of the day
- The school bears no responsibility for the loss or damage to a mobile phone
- Your child’s phone should be appropriately marked so that they can recognise it
- Should your child be found using their phone inappropriately they will no longer be able to bring their phone into school.

Thank you for your cooperation

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MOBILE PHONE PARENTAL CONSENT

I/we give permission for our child (name) in Year
to bring their mobile phone into school.

We have read the Mobile Phone Policy and understand its implications

Signed Date.....

PLEASE RETURN PERMISSION SLIP TO THE SCHOOL OFFICE. THANK YOU.