



The Rosary Trust

A Catholic Education Trust

Mobile Phone Policy

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1. Introduction and aims

At the Rosary Trust we recognise that mobile phones and similar devices, including smartphones and smartwatches, 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 head teacher is responsible for monitoring the policy every 2 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. Use of mobile phones by staff

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 or during 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).

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

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

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.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that 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 unless permission is given by the HT for special arrangements e.g. a school trip, residential etc. and the photos are deleted immediately once they have been uploaded to a school system, for example Dojo.

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 are not limited to:

- Issuing homework, rewards or sanctions
- Use of 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 that could identify a pupil unless agreed as in 4.3.
- Refrain from using their phones to contact parents/carers unless in an out of hours emergency or agreed protocol when caring for a vulnerable pupil.
- Ordinarily make contact via the school office.

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

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

5.1 Children in Year 6 only

The Trust recognises that parents/carers in the community feel the need for their children to have access to a mobile phone for communication home. This helps with safeguarding and child protection especially in the long dark winter months. The Trust supports this approach wholeheartedly. To that end, the school has adopted the following mobile phone best use policy for Year 6 children:

- Children are allowed to bring mobile phones to and from school to ensure their personal safety at all times;

- Children must not use a mobile device, smart watch or electronic device including headphones anywhere in school during the school day, except under the specific direction of a teacher. For the purposes of this policy, the school day begins the moment the children enter the school site and ends once the children have been dismissed from their final lesson. Mobile phones will not be permitted to be used at any after school extra-curricular clubs, for example;
- If a child brings their phone to the school, then on arrival it should be switched off/on silent and given in to the school office;
- The phone can be collected from the school office at the end of the school day;
- Any refusal to hand a phone over to members of staff will result in a follow up sanction in line with the school's Behaviour Policy. This would constitute the refusal of a reasonable request by a member of staff.

5.2 All children

In non-urgent situations, parents wishing to contact their child during the school day should ring the school office. We have a well-established and efficient system for getting messages to children and pastoral support if it is needed.

Children who need to contact parents in an emergency should speak to the school office who will make a phone available.

5.3 Exceptions for special circumstances

The school may permit pupils to use a mobile phone in school, due to exceptional circumstances. This will be considered on a case-by-case basis for example but not limited to insulin levels.

To request such permission, pupils or parents/carers should contact the relevant school office.

Any pupils who are given permission must then adhere to the school's code of conduct / acceptable use agreement for mobile phone use (see appendix 1).

5.4 Sanctions

If a phone is seen by a member of staff, it will be confiscated by them. Schools are permitted to confiscate phones from children under sections 91 and 94 of the Education and Inspections Act 2006.

Once confiscated, this will be placed in the school office where the child will be allowed to collect it at the end of the day.

If a child has their mobile phone repeatedly confiscated, we will request a parent or carer collects it from the school office after school.

If we have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury, staff have the power to search children's phones, as set out in the DfE's guidance on searching, screening and confiscation. This will always be done by a member of the SLT or pastoral team.

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
- 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 that could identify a pupil.

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. Loss, theft or damage

Children bringing phones to school must hand them in to the school office on arrival to the premises and collect at the end of the school day.

Children must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in GDPR breaches.

Where a mobile phone is brought into school, it is entirely at the child's and parents' own risk. The school accepts no responsibility for the loss, theft or damage of any phone or electronic device brought into school. (Ref: Section 94, Education and Inspections Act 2006 states that "where a teacher disciplines a pupil by confiscating an item, neither the teacher nor the school will be liable for any loss or damage to that item').

Equally, there is no statutory liability on schools for items that go missing in other ways.

Confiscated phones will be stored in the school office in a secure location and must be signed out by the child or parent/carers upon return.

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

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on children's education, behaviour and welfare. When reviewing the policy, the school will take into account relevant advice from the Department for Education, the local authority or other relevant organisations.

This policy will be reviewed every two years.

9. Appendix 1: Code of conduct/acceptable use agreement for pupils allowed to bring their phones to school due to exceptional circumstances

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone during lessons, unless the teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent').
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other pupils.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
9. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
10. Don't use your phone to view or share explicit images or other harmful content.
11. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carers name(s):	

The school has agreed to allow [pupil name] to bring [their] mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs
- Attend a before- or after-school activity where a mobile phone is required for the activity, or to contact parents/carers
-

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones.

The school reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carers signature: _____

Date: _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3 Template mobile phone information slip for visitors

Use of mobile phones and similar devices in our school

- Please keep your mobile phone on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the school office
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

A full copy of our mobile phone policy is available from the school office.

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