

**St Anthony's Catholic Primary School**  
**We Grow and Learn with Jesus**

**Mobile Phone Policy**  
**November 2023**

This is an appendix to our Safeguarding Policy.

The policy applies to everyone who has access to a personal mobile phone on our school site and to ALL mobile communication devices. It will be shared with staff, governors, volunteers and students as part of their induction.

On their arrival in school, visitors and contractors will be informed of our expectations regarding mobile phone usage.

At St Anthony's Catholic Primary School the welfare and wellbeing of our children is paramount. We recognise the importance of mobile phones for communication, but are aware of the need to promote safe and appropriate use.

This policy aims to do this through the provision of clear, robust and acceptable guidelines, so that all mobile phone users have a clear understanding of:

- what constitutes appropriate use
- what constitutes misuse
- how to minimise risk
- how to avoid putting themselves into compromising positions (which could be misinterpreted and lead to possible allegations)
- the importance of reporting concerns promptly.

**Staff**

Members of staff should:

- ensure that the office has up to date contact numbers and that their families, children's schools etc. are aware of the school number for emergencies
- make the headteacher aware of any exceptional circumstance e.g. an acutely ill relative which may require them to be available for an emergency call. In such circumstances permission may be given for them to keep their phone with them and switched on throughout the day.
- only contact parents/carers/pupils from the school phone (staff)
- never give their mobile number to parents/carers/pupils
- never send or accept texts or images from colleagues which could be seen as inappropriate to safeguard themselves and the school, never use their personal mobile phone to photograph/film a pupil or to allow themselves to be photographed. Legitimate recordings and photographs should be made/taken using school equipment e.g. iPads
- report any usage of mobile devices which may be deemed inappropriate to the headteacher
- comply with this policy. Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policies.

**Staff use of personal mobile phones** (including receiving/sending texts and emails) during the working day should only be:

- during staff breaks or in the member of staff's own time
- discreet and in a private, enclosed space away from pupils.

**Personal mobiles should be:**

- protected by a passcode known only to the owner
- switched off or put on 'silent' and kept in a safe place (locked cupboard/drawer/locker) during lesson times and meetings. The school cannot take responsibility for items that are lost or stolen.

**Work-related use of mobile phones**

A School mobile phone is taken on offsite visits.

**Pupils- personal mobiles**

We fully acknowledge a parent/carer's right to allow a child to carry a mobile phone if they walk to and from school without adult supervision. Pupils in Years 5 and 6 who walk to and from school are permitted to bring mobile phones into school for this purpose.

We recognise that mobile phones can provide a means of bullying or intimidation and offer access to inappropriate materials. Therefore, in the event of a parent/carer wishing their child to bring a phone to school:

- written parental permission must have been received by the headteacher beforehand (see Appendix 1 for permission letter).
- the phone should be clearly marked so that the pupil recognises it
- the phone must be turned off at the school gate and only turned back on after leaving school premises.
- the phone must be handed in to the class teacher for safe storage (in our classroom safes) on entry to class and collected at the end of the day.
- the school is not responsible for loss, theft or damage of the phone.

Pupils are not permitted to use mobile phones on school premises (including at after school events e.g. discos) or on school trips. If a pupil uses a mobile phone inappropriately e.g. taking photos or videos of others, the school reserves the right to remove the privilege of bringing it to school.

Mobile phones brought into school without permission will be confiscated and returned directly to the parent/carer.

If a mobile phone is used in or out of school to bully or intimidate others, the headteacher has the power to intervene.

**Parents/carers** are expected to comply with the guidelines in this policy, with one exception:

- Parents/carers are authorised to use their mobile phones to photograph their children at a school performance or event as long as they have understood the e-safety notice assuring school that all images will be only be used privately - NEVER on social media. (see Guidance on the Use of Images and Videos of Children in School).

**Appendix 1**

**PERMISSION TO BRING A MOBILE PHONE TO SCHOOL**

To Elaine Harrold, Headteacher, St Anthony's Catholic Primary School.

**Pupil's Name:**.....**Class:** .....

I confirm that I wish to apply for permission for my child to bring his/her mobile phone to school. The phone is required for the following reasons:

Please note that although phones will be locked away during the day, bringing them in to school is done so at your own risk. The phone must be labelled and switched off. The phone must be turned off at the school gate and only turned back on after leaving school premises.

I will ensure my child follows all the mobile phone rules.

Signed: ..... Date: .....  
(Parent/Guardian)

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**\*To be completed and returned by Headteacher**

To \_\_\_\_\_

**PERMISSION TO BRING A MOBILE PHONE IN TO SCHOOL**

I confirm that permission has/has not been granted for your child name..... class ..... to bring their mobile phone in to school.

Please note that any mobile phone is brought in to school at the owner's risk and it must be handed in and collected at the end of the day.

Signed:  
.....Date:.....