



Cheadle Catholic Junior School
"Following in the footsteps of Jesus"

Mobile Phone Policy

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Introduction and aims

At Cheadle Catholic Junior 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 and poor behaviour that disrupts learning and the well-being of children and / or staff
- 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.

1. 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](#).

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff, supply staff and external staff for example, sports coaches, music teachers etc) 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 Headteacher 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.

2.2 Governors

Governors will be provided with information about the implementation of this policy and the issues that use of mobile phones cause in school.

3. Use of mobile phones by staff

The DfE's non-statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

3.1 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 / 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 headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number **0161 485 3754** as a point of emergency contact.

Special arrangements by staff for the use of mobile phones in school must not be assumed and must be agreed with the Headteacher.

3.2 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 Gemini).

More detailed guidance on data protection can be found in the school's data protection policy.

3.3 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.

3.4 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:

- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips/ supervising residential visits

In such circumstance, 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
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

3.5 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
- Ensure that all work phones are kept secure and password protected

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the school's staff disciplinary policy for more information.

4. Use of mobile phones by pupils

The DfE's most recent mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils should not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes.

The school's policy is the generally, pupils are not permitted to bring their phones in to school except in exceptional circumstances which must be agreed with the Headteacher. An example of these circumstances are listed below in 5.2.

The Headteacher reserves the right to

- Ban mobiles phones from the school premises altogether if this is deemed appropriate
- Ensure that any children who have permission to have phones in the school hand it in at the school office, ensuring that it is turned off
- Confiscate phones from pupils who do not have permission to bring phones in to school – all confiscated phones will be returned exclusively to parents / carers at the end of the school day and not directly to the pupil.

4.1 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 that the school chooses to include in their policy.

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.

Our school's approach to bringing smartwatches to school, and to wearing and/or using them during the school day is similar to our approach to mobile phones as set out above. We do not permit the use of SMART watches or devices as

- Smart watches, air tags, trackers (or any device with the ability to record audio, send and receive messages, track location or access the internet) are not permitted as they can interfere with lessons and compromise the privacy of other students and staff

4.2 Exceptions for special circumstances for pupils

- Some pupils are allowed to bring a mobile phone to school or use it in school, as agreed with the Headteacher. Parents to complete a form - [Mobile phone permission](#)
- For instance:
 - Pupils travelling to school by themselves
 - Pupils with diabetes who use their phones to monitor their blood sugar

Where some pupils are allowed to use mobile phones due to exceptional circumstances:

Any phone brought onto school grounds must be turned off (not on silent) and handed directly to the school office as soon as the child arrives.

Phones must never remain in school bags, coats or lockers during the day.

Pupils may collect their device from the office at home time.

If a child's phone is seen or found inside a bag/coat on school premises during the day, it will be confiscated immediately.

Confiscated devices will not be handed back to pupils. A parent or carer will be required to come to the main office to collect the phone.

Misuse of mobile phones by pupils will lead to sanctions according to our behaviour policy.

4.3 Sanctions

Failure to follow this policy may lead to:

- Phones being confiscated from pupils who do not have permission to bring phones in to school – all confiscated phones will be returned exclusively to parents / carers at the end of the school day and not directly to the pupil.
- If they are confiscated, Headteacher can confiscate mobile phones and similar devices for the length of time they deem proportionate, according to the DfE's guidance on mobile phones in schools)

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

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

5. 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.

6. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that the phones are appropriately labelled and are stored securely when not in use. Secure storage means handed in to the office as soon as child enters school.

Pupils must secure their mobile 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 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.

We will make sure pupils and parents/carers are aware of the disclaimer above

- by: Putting signs up in the school entrance or office
- Including disclaimers in our permission forms for bringing a phone to school
- Providing a copy of our policy and disclaimer to new pupils and parents/carers

If our school confiscates phones from pupils,

Confiscated phones will be stored in the in a secure locked cabinet in the admin office.

Confiscated phones will be returned to the parent / carer of the child as soon as they can be present at school. Under no circumstances will a confiscated phone be returned to the child.

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

7. Monitoring and review

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

If there are any concerns regarding this policy, these should be brought to the attention of the Headteacher, in a timely manner.
