



All Saints Catholic College

MOBILE PHONE AND TECHNOLOGY POLICY

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Title	Mobile Phone & Technology Policy
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1. Introduction and aims

At All Saints Catholic College, 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. In recent years, the prevalence of mobile phones has increased within society. Mobile phones are not only used as a communication device, but they can also record images and video and are a way of social networking. Mobile phones can also connect to the internet and parents have undoubtedly explained the benefits and risks of this to their children. At school, when pupils access the internet through devices and computers under school control, there is appropriate filtering and monitoring software to prevent access to inappropriate sites

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 behaviour and relationships policy
- 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 headteacher and Local Governing Body are responsible for monitoring the policy annually, 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

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.

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/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 is 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 338 2120 as a point of emergency contact.

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:

- To issue homework, rewards, or sanctions
- Access Arbor
- Access work emails
- 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

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data Generative AI tools (for example ChatGPT, Microsoft Copilot, Gemini or similar tools). Confidential school information must only be downloaded on to school devices.

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.

4.4 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 always appropriate and professional, in line with our staff Code of Conduct.
- Staff must set up their mobile phone account using their school contact details (email address and telephone number), not their personal details.

5. Use of mobile phones by pupils

The DfE's non-statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils are not allowed to have a mobile phone in their possession in school during the school day. If pupils bring a mobile phone in to school, they must switch it off and lock it away at the beginning of Personal Development time in the specially designed mobile phone locker located in each Form Room. Pupils arriving after registration must hand their phone in at main reception to be locked away. Alternatively, pupils may leave their phone at home.

Mobile phones are classed as a banned item between the start and end of the school day. They are classed as a banned item because:

- School cannot filter and monitor use on the internet
- Mobile phones are a distraction to pupil learning
- Mobile phones in school cause issues related to bullying through social media, videoing / taking pictures of pupils and staff.
- Research shows that mobile phone use is intricately linked to rises in mental health issues amongst young people. There is also a worrying rise in mobile phone addiction.

Pupils will be dismissed back to forms 10 minutes prior to the end of the school day to collect their phones. Pupils leaving school before the end of the school day will be handed their phone back prior to leaving, e.g. needing to leave for a medical appointment etc.

If parents need to contact their child during the day, they should contact the main reception on 0161 3382120

The school will make reasonable adjustments in accordance with the Equality Act 2010 for pupils whose disability, medical condition or special educational needs necessitate access to a mobile phone. The Senior Leadership Team will consider any exceptional circumstances related to a pupil needing to carry a mobile phone for medical, disability, or special educational needs – see Appendix 1

5.1 Sanctions

- Where there is reasonable suspicion that a pupil possesses a mobile phone during the school day, authorised staff may conduct searches in accordance with the school's Behaviour and Relationships Policy and DfE Searching, Screening and Confiscation Guidance.
- Pupils who breach these rules will have their phone confiscated and it will be stored in a locked cabinet until parents / carers can collect. These can be collected during normal school opening times of 8am – 4pm. (Schools are permitted to confiscate phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006)
- Pupils in breach of the policy will also be placed on a 30 min after school detention the same evening.
- For repeat offenders, parents may have to meet with a member of the Senior Leadership Team to collect their child's phone.
- Authorised staff may search, examine and, where appropriate, erase data or files from electronic devices in accordance with the Education Act 2011 and DfE Searching, Screening and Confiscation guidance. Any search will be proportionate, lawful and based on reasonable grounds.

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)
- Up skirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone based on 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 (see appendix 2).

This means:

- Not taking pictures or recordings of pupils, unless it is at a public event 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 contact other parents/carers
- Take photos or recordings of pupils, their work, or anything else which 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 (0161 338 2120) if they need to contact 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

Whilst we have tried to put measures in place for pupils to be able to store their phones during the day if they bring them to school, we cannot accept responsibility for their security. We recommend to pupils that they have a way to track their mobile phone in case it is misplaced such as a 'find my phone' app.

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.

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, we will consider:

- 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 organisation.

This policy reads in conjunction with the following school policies:

- Behaviour and Relationships Policy
- Safeguarding / Child Protection Policy
- Staff Code of Conduct
- Online Safety Policy
- Acceptable Use Policy
- Data Protection Policy

Appendix 1: Permission form allowing a pupil to keep their phone in their own possession during the school day

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

All Saints Catholic College has agreed to allow [pupil name] to bring their mobile phone in their own possession throughout the school day because: [their] mobile phone to school because they:

- Need the phone to support their medical needs
- Need the phone their special educational needs
- Need the phone to support their disability needs

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement. The decision to grant permission allowing a pupil to keep their mobile phone in their possession will be made by the Senior Leadership Team.

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

Parent/carers signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

Appendix 2: 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 staffroom.
- 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.

