The Federation of St Paul and St Martin of Porres Catholic Primary School

Where faith & futures flourish

Mobile Telephone Policy

July 2026

Policy Originator	St Martin of Porres
Governor Responsible	Susan Bartlett
Status	Non-Statutory
Last reviewed by Finance Committee	May 2023
Ratified on	July 2026
Review period	Annually
Signed	Susan Bartlett

The Federation of St Paul and St Martin of Porres Catholic Primary was established on 1st September 2021 and whilst the two schools of St Paul's Catholic Primary School and St Martin of Porres Catholic Primary School operate as two separate schools they are overseen by a single governing body. The Federation of St Paul and St Martin of Porres Catholic Primary Schools will be herein referred to as 'the Federation'.

Mobile Telephone Policy

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This Mobile Telephone Policy relates to the Safeguarding of Children. It has been written and should be read with reference to our Child Protection and Safeguarding Policy (September 2025) and any or all of our other policies relating to Safeguarding. Reference should also be made to the Department of Education's document: 'Keeping Children Safe in Education' – September 2025.

Introduction

The Federation of St Paul and St Martin of Porres Catholic Primary Schools (the Federation) is committed to keeping up to date with technology to support learning, but only when used in a way that enhances learning and keeps all members of our school communities safe.

We will provide opportunities for pupils and staff to engage with and develop new technologies where relevant.

We encourage and support the respectful use of any technology to enhance learning as long as it follows school protocols and keeps everyone safe.

We are committed to using new technologies that will bring about excellence in all of our work.

Rationale

Increasing sophistication of mobile phone technology presents a number of issues for schools. These include -

- High value of mobile phones
- The integration of cameras into phones leading to potential child protection and data protection issues.
    - The built-in digital camera on mobile phones enables users to take high resolution pictures. These can be sent instantly to other mobile telephone users or email addresses. They can also be posted on the internet or in chat rooms.
    - There is a potential for camera mobile telephones to be misused in schools. They can become an instrument of bullying or harassment directed against pupils and/or teachers.

- The potential to use the phone (e.g. for texting whilst on silent mode).

Responsibility for mobile phones

The Federation accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones brought into schools or the school grounds. It is the responsibility of the owner to ensure that mobile phones are properly insured.

Pupils' Policy

Mobile phones, or any other electronic or games device, are not allowed on the school premises by pupils in school hours or during on-site extra-curricular activities.

Mobile phones will also not be allowed for school trips, visits, exchanges and any other off-site activity.

In the case of a child needing to speak to their parents, pupils should ask the school office to call their parents using the office phone. 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 telephone or email.

Where a pupil is found by a member of staff to be using a mobile telephone, the telephone will be confiscated from the pupil, handed to their teacher who will record the name of the pupil and attach it to the telephone. The mobile telephone will be stored by the teacher/school office until their parent/carer picks it up at the end of the day. If this practice continues more than three times, it will be dealt with under our Behaviour Policy.

If a child brings a mobile phone to school without consent

If a pupil is found taking photographs or video footage with a mobile telephone of either other pupils or teachers, this will be regarded as a serious offence and disciplinary action will be taken according to the Behaviour policy. If images of other pupils or teacher have been taken, the telephone will not be returned to the pupil until the images have been removed by the pupil in the presence of a senior teacher. Failure to hand over the mobile phone to a member of staff when requested and depending on the seriousness of the incident, could lead to serious sanctions.

Staff Policy

Staff use of mobile telephones during their working day should be:

- Outside of their contracted hours (excluding break/lunch times and in the staff room)
- Discreet and appropriate; eg: not in the presence of pupils.
- Mobile telephones should be switched off and left in a safe place during lesson times. The Federation cannot take responsibility for items that are lost or stolen.
- In the event that an employee has a particular reason for a specified period of time, they may request, via the Headteacher, they leave their phone on during working hours.
- With regard to camera telephones, a member of staff should never use their telephone to photograph a pupil(s) or allow themselves to be photographed by pupils.
- Staff should **never** contact pupils directly.
- Staff should never contact parents from their personal mobile telephone or give their mobile telephone number to pupils or parents. If a member of staff needs to

make telephone contact with a parent, they should use the schools' telephones in the offices.

- Staff should never send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

This guidance should be seen as a safeguard for members of staff, the schools and the Local Authority. Staff should understand that failure to comply with the policy is likely to result in the enforcement of the Federation's Public Interest (Whistleblowing) Policy and associated procedures.

Parents, Visitors or Volunteers in School Policy

Adults, either in school or accompanying children on school trips, should not use their cameras or mobile telephone cameras to take pictures of pupils unless it is at a public event such as Sports Day or the Summer Fair and only of their own children unless they have express permission of other parents.

Adults, visitors or volunteers in school should only use their mobile telephone within the confines of the school office or staff room. Personal cameras and mobile telephone cameras should not be used to take pictures of children.

If parents who accompany children on a school trip are asked by the teacher to take photos as a record of the educational visit, they will be issued with a school camera. Parents accompanying children on school trips should not use their mobile cameras to take pictures of children at any time.

Related policies

- Safeguarding and Child Protection
- Image Consent Policy
- Social Media Policy
- Code of Conduct for parents on school trips
- ICT and acceptable use policy
- Staff Code of Conduct
- Whistleblowing Polic