



St Wilfrid's Catholic Primary School

Date of policy: Autumn Term 2026

Review date: Summer Term 2027

STAFF MOBILE TELEPHONE POLICY

Rationale

St Wilfrid's Catholic Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes but are aware that casual or inappropriate use of mobile phones in school could pose a risk to children and adults.

It is recognised that the enhanced functions of many mobile phones cause the most concern and are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. Mobile phones can also cause unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobile phones are misused, this can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; therefore, there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities.

The aim of this policy is to avoid distraction and disruption during the working day and to minimise opportunities for any individual to take covert images or misuse mobile phone functions in any other way.

This policy applies to all staff, volunteers and visitors.

For the purposes of this policy, the term '**mobile phone**' also covers any electronic device with the capacity to be used as a form of communication, either through the device itself or through applications stored on the device.

Staff Personal Mobile Phones

- Staff will not carry personal mobile phones while working. This protects staff from being distracted from their work and from allegations of inappropriate use.
- Personal mobile phones must be safely stored out of sight of children and should be switched to silent so that they cannot be heard by children.
- If staff have a break during their working hours, they may use their mobile phones during this time, but this must not be in an area where children are present.
- In an emergency, staff who need to make a personal call during a lesson or whilst on duty should first obtain agreement from the Headteacher, ensure that adequate cover has been put in place and make the call in an area not used by children.
- Staff must give the school's telephone number to their next of kin in case it is necessary for the staff member to be contacted during school working hours in an emergency.
- A personal mobile phone may be taken on school journey outings in accordance with the guidance provided in the '**The Use of Mobile Phones on School Trips**' section of this policy.
- Camera or video functions on personal mobile phones must not be used by staff in school to take images of children, unless specific permission has been given by the Headteacher for an agreed school purpose.
- Staff should not normally be required to make work-related calls using their own personal phones, either mobile or landline. However, if this is necessary, staff are advised to use the prefix **141** before dialling the recipient's number to help protect their own telephone number.
- Failure by staff to comply with this mobile phone policy may result in disciplinary action.

Children

- The school recognises that children who walk to and from school without an accompanying adult may carry a mobile phone for safety purposes.
- In these circumstances, children may bring a mobile phone onto the school premises but must deposit it with the school office at the start of the school day and collect it from the office at the end of the day.
- Parents/carers should be aware that, whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety, there are also associated risks, including theft, bullying and inappropriate contact, including grooming by unsuitable persons.
- Parents/carers should also be aware of the risks associated with children using mobile phones while walking to and from school. Children who are concentrating on using their phones may have reduced awareness of their surroundings, which may result in road accidents or injury.

- Mobile phones deposited in the school office by children will be kept safely in a locked cupboard. Whilst the school will take every reasonable care, it accepts no responsibility for theft, loss, damage or health effects, whether potential or actual, relating to mobile phones. It is the responsibility of parents/carers to ensure that mobile phones are appropriately insured.
- It is recommended that pupils' phones are security marked and password protected.
- Children are not allowed to bring mobile phones into any other areas of the school.
- Any mobile phone discovered to have been brought into school and not handed in to the office will be confiscated immediately. Parents/carers will be asked to collect the mobile phone from the school office.
- Children are not allowed to carry mobile phones on any school trips.
- If a member of staff has any suspicion that a mobile phone brought into school by a pupil contains unsuitable material, the pupil will be required to hand the phone over immediately to a member of staff and parents/carers will be asked to collect it from a member of the Senior Leadership Team (SLT).
- Where there is a suspicion that material stored on a mobile phone may provide evidence relating to a criminal offence, the phone will be handed over to the school's designated safeguarding lead or Headteacher for further investigation, and the parent/carer will be asked to collect it from them as appropriate.

Visitors and Parents/Carers

- The school will display notices advising visitors and parents/carers that mobile phones must not be used in designated areas of the school. This includes making or receiving calls, texting, photographing or recording.
- If a visitor or parent/carer is seen using a mobile phone in a prohibited area, they will be politely asked to stop using it and/or remove it from children's view.
- The school recognises that many parents/carers use their mobile phones as cameras or video devices to record their child during special performances in school, such as class assemblies and concerts.
- On these occasions, the use of mobile phones for photographing or video recording may be permitted. A member of staff will remind parents/carers before the performance that images should only be taken where they include their own child and that such images are for personal use only.
- Photographs or videos must not be uploaded to the internet, including Facebook or other social networking sites, or otherwise published where they include other children, unless appropriate consent has been obtained.
- The school recognises that children may inadvertently be included in photographs taken by another parent/carer. Parents/carers will therefore be reminded of the safeguarding and privacy

risks associated with publishing photographs of children on social media or other online platforms.

The Use of Mobile Phones on School Trips

The school recognises that the use of mobile phones on school trips can be beneficial in ensuring the safety of all members of the school party. However, it is important that the following guidance is adhered to in order to keep children safe and protect staff and volunteers from accusations of inappropriate use.

Party Leader

- The party leader should carry a mobile phone for use in contacting other staff members or volunteers on the trip, contacting the school or contacting the emergency services.

Staff and Volunteers

Members of staff and volunteers may carry their own personal mobile phones on school trips, subject to the following guidelines:

1. Personal phones should only be used to contact staff members or volunteers on the trip, the school or emergency services. Where possible, these calls should be made away from pupils.
2. Personal phones should not be used for any purpose other than school business for the duration of a day trip. This means that personal calls or texts should not be made or accepted.

On residential trips, this requirement applies while the member of staff or volunteer is on duty.

Staff and volunteers should ensure that next of kin are provided with the school telephone number so that, in an emergency, the school can be contacted and can make contact with the relevant person through the party leader.

3. If it becomes necessary for a member of staff or volunteer to make a personal call or send a personal text, the party leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from the sight and sound of pupils.
4. Mobile phones must not be used to take photographs or videos of pupils.

Volunteers are acting as members of staff for the duration of the trip and therefore must not take photographs or videos of any pupils, including their own child, using a mobile phone or any other mobile device, such as a camera or tablet, without the express permission of the party leader.

Volunteers may be asked to take photographs of their group using a school camera. Any such camera must be returned to the party leader at the end of the trip.

5. The party leader may ask volunteers to provide their mobile phone number for the duration of the trip so that they can be contacted in an emergency.

The party leader should ensure that these numbers are not retained on any personal mobile device or in written form after the end of the trip.

6. If the party leader is using their own mobile phone and needs to contact anyone during the trip, they are advised to use the prefix **141** before dialling the number so that their own telephone number remains protected. Some mobile providers may use a different prefix, so staff are advised to check this with their provider.

Appendix 1

Use of Mobile Phones – Guidance for Volunteers on School Trips

Thank you for volunteering to help on our school trip.

During the trip, you are acting as a member of staff with regard to the safety and well-being of the children in your group. We therefore ask that you follow the guidelines below in accordance with the school's Mobile Telephone Policy.

Mobile Phone Use

- Personal phones should only be used to contact staff members or volunteers on the trip, the school or emergency services. Where possible, these calls should be made away from pupils.
- Personal phones must not be used for any purpose other than school business for the duration of a day trip.
- On residential trips, this requirement applies while the member of staff or volunteer is on duty. Personal calls or texts should not be made or accepted while on duty.
- Staff and volunteers should ensure that next of kin are provided with the school telephone number so that, in an emergency, the school can be contacted and can make contact with the relevant person through the party leader.
- If it becomes necessary for a member of staff or volunteer to make a personal call or send a personal text, the party leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from the sight and sound of pupils.

Photographs and Videos

- Mobile phones must not be used to take photographs or videos of pupils.
- Volunteers are acting as members of staff for the duration of the trip and therefore must not take photographs or videos of any pupils, including their own child, using a mobile phone or any other mobile device, such as a camera or tablet, without the express permission of the party leader.
- Volunteers may be asked to take photographs of their group using a school camera. Any such camera must be returned to the party leader at the end of the trip.

Contact Details

- The party leader may ask volunteers to provide their mobile phone number for the duration of the trip so that they can be contacted in an emergency.
- The party leader will ensure that these numbers are not retained on any mobile device or in written form after the end of the trip.
- If the party leader is using their own mobile phone and needs to contact anyone during the trip, they are advised to use the prefix **141** before dialling the number so that their own telephone number remains protected. Some mobile providers may use a different prefix, so staff are advised to check this with their provider.

If you have any questions regarding these guidelines, please speak to the party leader.

Thank you for your support and co-operation in helping to ensure the safety and well-being of all pupils.

Policy Approval

Signed: J Rowbotham

Chair of Governors

Signed: G O'Brien

Headteacher

Date: September 2026

Review Date: August 2027