

Mobile Phone Policy

St Bernard's High School



Approved by:	Full Governing Body	Date: June 2026
Last reviewed on:	June 2026	
Next review due by:	June 2027	

INTRODUCTION

Our Mission Statement

St Bernard's is a school community that aims to live by Jesus' commandment, "Love one another as I have loved you."

We are a Catholic learning community committed to the on-going development of the entire potential of every person, achieved through a broad, balanced and relevant curriculum.

We care for each other as individuals of equal worth, regardless of status, sex, race or religion and thus actively seek to promote safeguarding, justice and fairness.

We provide an atmosphere in which all can grow in our Faith, and encourage this faith by a lively relevant liturgy.

We work with parents, parishes, local communities and industry to prepare our students for the opportunities of adulthood.

1. Introduction and aims

At St Bernard's High School, our policy aims to ensure the safe, responsible and lawful use of mobile phones

This policy provides clear guidelines for the use of mobile phones for students, staff, parents/carers, visitors and volunteers

This policy also supports 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 lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

2. Roles and responsibilities

2.1 Staff

All staff (including teachers, support staff and supply staff) are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

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 relevant staff member, usually the headteacher is responsible for monitoring the policy and reviewing it every year. The Governing Body are involved in the monitoring and reviewing of this policy and holding staff and students 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.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff must secure their personal phones, as well as any work phone provided to them. This includes using passwords or pin codes to protect access to the phone's functions. Failure by staff to do so could result in data breaches. Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive personal calls, or send texts, during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where students are not present.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- To contact other St Bernard's High School Staff with regards to the welfare and needs of the students.
- The headteacher will decide on a case-by-basis whether to allow for special arrangements for any other exceptional circumstances

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information. More detailed guidance on data protection can be found on the school's data protection policy or ICT acceptable use policy.

3.3 Safeguarding

Staff must not give their personal contact details to parents/carers or students (with the exception of staff who work at the school), 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 students.

Staff must not use their personal mobile phones to take photographs or recordings of students, or anything else that could identify a student. If it's necessary to take photos or recordings as part of a lesson / school trip / activity, this must be done using school equipment (Trip phones, Trip IPAD, Camera stored in reception).

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:

- Communication with staff regarding the safety of the students on site
- 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 students, their work, or anything else that could identify a student

- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or use the school 'trips' phone.
- Use Team SOS: This is the primary way that staff communicate throughout the school day when responding to and supporting with reported incidents in school. This software is secure. More information can be found here: <https://teamsos.co.uk/education/>

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 school 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

4. Use of mobile phones by students

The DfE's mobile phone guidance says that the use of mobile phones is prohibited throughout the school day.

Students must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by a member of staff (for a specific medical reason). Mobile phones must be left in lockers at the start of the school day and picked up at the end of the school day.

4.1 Use of smartwatches by students is not permitted

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 smartwatches have wellness and health-related features.

4.2 Exceptions for special circumstances and for sixth-form students

Sixth-form students are allowed access to their mobile phones during the school day, to reflect their increased independence and responsibility, but must not compromise our policy on the use of mobile phones for other pupils.

Therefore, they are only permitted to use their mobile phones or smart devices out of sight of younger students in the common room. Misuse of mobile phones or other devices by students in the sixth form will lead to sanctions according to our behaviour policy.

4.3 Sanctions

First time	mobile will be kept overnight, student will be given an extended HOY detention 45mins and 5 behaviour points
Second time (within the same term)	mobile will be kept for 3 days, and student will be given an SLT detention and 10 behaviour points
Third time (within the same term)	mobile will be kept for 5 days, and student will be isolated for 1 day and 15 behaviour points
Phones will not be returned to students if the confiscation runs over a weekend.	

- If a phone is kept overnight or longer, if required the student will be provided with a phone
- If travel ticket is on the student's phone then the student will go to Finance.

Staff have the power to search students' phones, as set out in the DfE's guidance on searching, screening and confiscation. There will be 2 members of staff, of which one will be a member of the SLT team. The DfE guidance allows appropriate staff to search a student's phone if there reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury. 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 in order to fulfil safeguarding duties. Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
- Upskirting
- Bullying or cyberbullying
- 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

The school will also consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), disability)
- The student'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 [Keeping Children Safe in Education](#). This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if pastoral support, an early intervention, or a referral to children's social care, is appropriate
- If a phone is kept overnight or longer, if required the student will be provided with a phone
- If travel ticket is on the student's phone then the student will go to Finance.

5. Use of mobile phones by parents/carers, volunteers and visitors

5.1 Visitors (including parents/carers, governors and contractors)

Visitors 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 students, unless it's 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 students Visitors 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
- Take photos or recordings of students or anything else which could identify a student Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for students using their phones, as set out in section 4 above.

5.2 Parents/carers

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 his/her personal mobile during the school day.

6. Loss, theft or damage

Students bringing mobile phones to school must ensure that their phones are appropriately labelled, ready to be stored away securely into their locker when not in use during the school day.

Students must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

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 students are travelling to and from school. Lost phones should be given to the school office.

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

Any prohibited items found in a student's possession will be confiscated, including mobile phones which are not locked in school lockers. Searching, screening and confiscation is conducted in line with the DfE's latest guidance on searching, screening and confiscation (Searching, Screening and Confiscation: Advice for Schools).

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and students
- 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.

9. Appendix 1: Acceptable use agreement for students allowed to bring their phones to school

Student acceptable use agreement

You must obey the following rules if you bring your mobile phone to school:

1. You may not use your mobile phone throughout the school day, including lesson times, in between lessons, breaktime and lunchtime, unless a teacher specifically allows you to.
2. Phones must be switched off (not just put on 'silent') and placed in lockers (Year 7 to Year 11)
3. You may not use your mobile phone in the toilets or changing rooms. This is to protect the privacy and welfare of other students.
4. You cannot take photos or recordings (either video or audio) of school staff or other students.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's password(s) or access code(s) with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone or otherwise to act in breach of the school's [behaviour policy]. This includes bullying, harassing or intimidating students or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be a criminal offence. For instance, by 'sexting'.
9. Rules on bullying, harassment and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted under the school's behaviour policy.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over, a phone. Refusal to comply is a breach of the school's behaviour policy and will be dealt with accordingly.
13. Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store it appropriately, or turn it over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Student sanctions will be imposed if the student breaks the mobile phone rules

Signed:

Parent / Guardian

Signed:

Student