St. Wilfrid's
R.C. College

Mobile Phone Policy

This policy should be read in conjunction with the following:

- Anti-Bullying
- Use of Restrictive Interventions and Reasonable Force
- Drug and Alcohol Policy
- Behaviour Policy
- Safeguarding and Child Protection Policy
- Staff Code of Conduct
- Online Safety Policy
- Acceptable Use Policy
- Data Protection Policy

Rationale

At St Wilfrid's, we are committed to providing a calm, safe and focused learning environment where every pupil can realise their God-given potential and become the best version of themselves. Mobile phones can distract from learning, impact social interaction, increase safeguarding risks and undermine our culture of excellence. In line with DfE guidance and KCSIE 2026, mobile phones are not permitted for use during the school day.

This policy applies to all mobile phones and smart devices, earbuds with communication functionality, tablets, and any internet-enabled device capable of messaging, recording audio or video, accessing the internet, or receiving notifications. For clarity, where the policy references 'mobile phones' we refer to all types of devices stated previously.

The policy states mobile phones are not permitted to be seen, accessed or used during the school day. For the purposes of this policy, the school day begins when a pupil enters the school site and ends when they have left the school site at the end of the day via the front or STEM gates.

The school accepts no responsibility for the loss, theft or damage of mobile phones brought onto the school site unless caused by the negligence of the school.

Expectations for Years 7–13

Pupils in Years 7–13 may bring a mobile phone to school for use on their journey to and from school. However, the following expectations apply:

1. Mobile phones must be switched off and out of sight before entering the school gates.

2. Devices must be switched off and stored securely in a school bag or inside pocket at all times during the school day.
3. Mobile phones must not be visible, accessed or used at any point during the school day.
4. Mobile phones must remain out of sight until pupils have exited the school site at the end of the day.
5. Pupils must not use mobile phones to contact parents or carers during the school day. Any pupil requiring contact with home should do so through the school office.
6. Parents and carers should contact pupils via the school office rather than communicating directly through mobile phones during the school day.

Expectations for Sixth Form Students

Sixth Form students are expected to adhere to the same mobile phone expectations as pupils in Years 7–11, thereby supporting and maintaining a mobile phone-free environment across the school, including within the designated Sixth Form facilities.

As senior students and role models within the school community, Sixth Form students are expected to exemplify the highest standards of behaviour, professionalism, responsibility and leadership.

Any use of a mobile phone that breaches this policy will be regarded as a disciplinary matter and will be addressed in line with the school's Behaviour Policy and associated sanctions procedures.

Medical and Exceptional Circumstances

Where a documented medical, safeguarding or educational need exists, the school may permit a pupil to possess or use a mobile device under specific agreed conditions.

Requests should be made through the Head of House, SENDCo or relevant senior leader. Arrangements will be recorded and reviewed periodically.

Reasonable adjustments will be considered in accordance with the Equality Act 2010 for pupils with SEND, medical conditions or disabilities.

Sanctions

Failure to comply with this policy will result in consequences in line with the school's Behaviour for Learning Policy.

A mobile phone that is seen, heard, handled, checked for notifications, or otherwise accessed will be considered to be in use for the purposes of this policy. When this occurs:

- The device will be confiscated immediately.
- The pupil will receive a behaviour point.
- A same-day detention will be issued in line with the Behaviour for Learning Policy.
- Repeat incidents may lead to further sanctions, including Reset Room placements or suspension where appropriate.

Parents or carers will be required to collect confiscated devices from reception at a time determined by the school. Mobile phones will not be returned directly to pupils and will not be returned during the school day.

Where a pupil contacts home during the school day without authorisation, a behaviour point may be issued and the incident will be followed up by the pastoral team.

Searching and Safeguarding

The school reserves the right to search for, screen, confiscate and examine mobile devices where there is reasonable suspicion that a device contains prohibited, harmful or inappropriate content, or where a search is otherwise permitted by law.

Any concerns relating to safeguarding, child-on-child abuse, bullying, harassment, inappropriate imagery or criminal activity will be managed in accordance with the school's Behaviour Policy and Safeguarding and Child Protection Policy.

Any access to, retention of or sharing of information contained on a mobile device will be managed in accordance with UK GDPR, the Data Protection Act 2018 and the school's Data Protection Policy.

Use of Mobile Phones by Staff

All staff have a responsibility to model the standards of behaviour, professionalism and conduct expected within our school community. The use of mobile phones by staff must support our commitment to maintaining a calm, focused and safe learning environment. Consistent with national guidance, the school aims to be a mobile phone-free environment during teaching and supervision activities wherever possible.

Personal Mobile Phones

Personal mobile phones should not be used for personal purposes whilst supervising pupils, teaching lessons, carrying out duties, or when pupils are present.

Staff may use personal mobile phones:

- In designated staff-only areas, such as offices.
- During non-contact time.
- In emergency situations.

Staff must ensure that mobile phones are set to silent mode whilst on duty.

Safeguarding and Professional Standards

Staff must not:

- Share personal mobile numbers with pupils.
- Communicate with pupils through personal social media, messaging applications or personal mobile devices.
- Use personal mobile phones to photograph, film or record pupils.
- Store or process confidential school information on personal devices unless authorised and compliant with data protection requirements.

Any photographs, video recordings or communications relating to pupils must be undertaken using approved school systems and equipment.

All staff must adhere to the school's Code of Conduct, Online Safety Policy, Acceptable Use Agreement and Data Protection procedures. Mobile devices must not be used in a manner which compromises safeguarding, confidentiality or professional boundaries. Staff must not communicate with pupils through personal mobile numbers, personal email accounts, social media platforms or messaging applications. Any concerns regarding the misuse of technology or mobile devices must be reported in line with safeguarding procedures.

Educational Visits and Emergencies

There may be circumstances where mobile phone use is necessary for operational purposes, including:

- Educational visits.
- Residential visits.
- Emergency evacuations.
- Welfare or safeguarding incidents.
- Multi-factor authentication for school systems.

In such circumstances, staff must ensure that mobile phone use remains professional and directly related to school business.

Use of Mobile Phones by Parents, Visitors and Volunteers

To support a calm, safe and focused environment for all members of our community, visitor's, parents, contractors, volunteers and governors should keep mobile phones on silent and out of sight whilst moving around the school site and must not use mobile phones in areas where pupils are present. This expectation reflects our whole-school approach to mobile phones and our commitment to safeguarding pupils and maintaining a culture of excellence.

Mobile phones should be switched to silent and kept out of sight whilst on the premises. All visitors, volunteers and contractors are expected to comply with the school's safeguarding, child protection and mobile phone requirements. Failure to do so may result in permission to remain on site being withdrawn.

Where a visitor needs to make or receive an urgent call, they should speak to reception staff who will direct them to an appropriate area or support them as necessary.

Photography and Recording

Visitors must not:

- Take photographs or videos whilst on the school site unless specific permission has been granted by the Headteacher or a member of the Senior Leadership Team.
- Record conversations involving pupils, staff or other visitors.
- Publish photographs, videos or recordings taken on school premises without appropriate authorisation and consent.

These restrictions are in place to protect the privacy, dignity and safety of all members of the school community.

Volunteers and Contractors

Volunteers, contractors and other adults working on site must ensure that mobile phones remain out of sight and are not used whilst undertaking duties on behalf of the school.

Any exception to this must be agreed in advance with the member of staff responsible for supervising their work.

Contacting Pupils During the School Day

Parents and carers must not contact pupils directly on their mobile phones during the school day.

If contact is required, communication should be made through the main school office. Similarly, pupils should not use mobile phones to contact home during the school day.

Safeguarding Concerns

Any visitor who observes inappropriate use of a mobile device by a pupil, member of staff or another visitor should report their concerns immediately to a member of staff.

The school reserves the right to require visitors to stop using a mobile device or leave the premises if the expectations outlined in this policy are not followed.