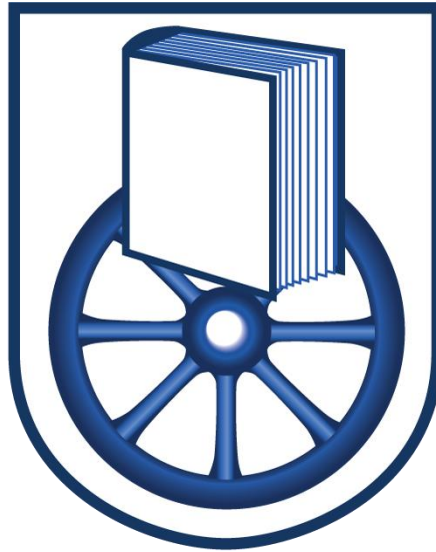


# **St Katherine's School & Nursery**



## **Mobile Phone/Electronic Devices Policy**

***Creating our future by learning together***

**Date of Policy: November 2025**

**Review Date: November 2026**

## Use of Mobile Phones in School

St. Katherine's recognises that staff and volunteers may wish to have their personal mobile phones at school for use in an emergency. However, safeguarding within the school is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the school has implemented the following policy.

The school has one mobile phone that is taken on school visits by the trip leader, and Year 6 residential trips by a senior leader. This is used to contact parents in emergencies, during the residential stay (offsite). It can also be used as a central contact point for parents, who may need to contact a senior leader during the residential trip.

The phrase 'mobile phone' in this policy should be taken as referring to mobile phones/smart watches and all other electronic devices.

## Staff Expectations with the exception of the Senior Leadership Team

Members of the Senior Leadership Team (SLT) are permitted to keep their mobile phones on them at all times to ensure they are easily contactable throughout the school day, particularly in the case of an emergency. However, SLT members must adhere to the following expectations, which align with whole-school guidance while recognising the operational demands of their role:

- **Purpose of Use:** SLT mobile phones should only be used to contact other SLT members, in emergencies, or when other forms of communication (e.g. walkie-talkies, internal messaging) have failed.
  - **Personal Use:** SLT members should not use their phones for personal calls (incoming or outgoing) during the school day.
  - **Visibility and Discretion:** Where possible, mobile phones should be used away from children to maintain professional boundaries and minimise disruption.
  - **Photography and Documentation:** Mobile phones must not be used to take photographs of children or their work. School iPads should be used for all documentation and evidence-gathering purposes.
  - **Audibility:** SLT mobile phones must not be set to silent or mute during the school day, to ensure prompt contactability by other SLT members.
- With the exception of the Senior Leadership Team, mobile phones should be switched off/on silent during contact time with children, unless prior agreement is made with the Headteacher.
  - Staff must store their personal mobile phones safely. The school cannot accept any responsibility for stolen or lost items.
  - Mobile phones may only be used during morning/lunch break in an area where there are no children.
  - They must never send texts, emails or images that could be viewed as inappropriate to colleagues, children or parents.
  - Staff are allowed Smart watches/Apple watches; however, they must not use these to access the internet or receive calls or texts unless following the above rules.
  - Staff must alert the Headteacher should they receive texts, emails or images that could be viewed as inappropriate from colleagues, children or parents.
  - Staff must never photograph or film any child on their mobile phone or allow any other adult in school to do the same.
  - It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.
  - Where their mobile phone has access to e-mails, they must ensure that their phones are password protected.
  - For off-site activities, staff will agree protocols with the headteacher for the use of mobile phones in accordance with the Acceptable Use Policy.

- If at any time it becomes necessary for staff to use their own mobile phone this must be agreed by the Headteacher or Deputy Headteacher. Phones can only be used if they have the technology to block caller ID and delete recent calls, so the number does not remain on the phone.
- Staff will ensure that any content brought on site via mobile phones and personal devices are compatible with their professional role and expectations.
- If a member of staff breaches the school policy, then disciplinary action can be taken.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence, then the police will be contacted.
- Any allegations against members of staff involving personal use of mobile phone or devices will be responded to following the trust disciplinary policy.
- If any member of staff is transporting children, they must not use their mobile phone whilst driving.

### **Children Expectations**

- Only Year 5 and 6 children are allowed to bring mobile phones to school.
- Parents of children in Year 5 & 6 must read and sign the school mobile phone contract before being permitted to bring the phone in.
- Any electronic devices that can access the internet or acts as/can access personal mobile phones, such as and including Apple watches are not allowed in school.
- Fitness trackers/step counters are allowed if they have no other functions.
- Children's mobile phone must be switched off on arrival at the school gate.
- In class it must be handed into the class teacher and not kept in their bag or on their person.
- They must not use any of the mobile functions while on the school site.
- Children must not turn on their mobile phones on until they exit the school premises.
- If a child needs to contact his/her parents/carers they will be allowed to use a St Katherine's School & Nursery phone.
- During the school day, parents must only contact their child through the school office.
- Children should protect their phone numbers by only giving them to trusted friends and family members.
- Children should not use their mobile phone to take pictures at any time.
- If a child breaches the school policy, then the phone or device will be confiscated and will be held in a secure place in the school office and handed back to a parents/carer.
- School staff may confiscate a child's mobile phone or device if they believe it is being used inappropriately. The phone or device may be searched by a member of the Leadership team with the consent of the parent/carer.
- The school cannot be held responsible for the loss, theft or damage to a mobile phone.

### **Parents & Other Visitors:**

- Mobile phones cannot be used by parents in the school where children are present.
- Use of mobile phones or personal devices by visitors and parents/carers to take photos or videos inside of the school is not permitted.
- Staff will be expected to challenge concerns when safe and appropriate and will always inform the Designated Safeguarding Lead of any breaches of use by visitors.
- Any individual bringing a personal device in to the school must ensure that it contains no inappropriate or illegal content.