

Our Lady's Catholic Primary



Mobile Devices Policy 2026-2027

Author	Mr David Gilby (Headteacher)
Reviewed by	Mr Steve Jevons (Director of Primary Education)
Next Review Date	September 2027

Mobile Devices Policy

1. Statement of Intent

Our Lady's Catholic Primary School recognises that mobile phones and personal electronic devices are part of everyday life and can support communication and safety. However, their use within school presents safeguarding, privacy and behavioural risks.

This policy aims to:

- Safeguard all pupils in line with Keeping Children Safe in Education (2026)
- Promote a mobile phone-free learning environment
- Protect staff and pupils from misuse, allegations and harm
- Ensure compliance with data protection and safeguarding legislation
- Support positive behaviour and minimise disruption

The school adopts a restrictive approach to pupil mobile phone use, in line with DfE guidance.

2. Scope

This policy applies to pupils, staff, volunteers, governors, parents/carers, visitors and contractors.

It covers all personal electronic devices including mobile phones, smart watches, tablets, cameras, and handheld technology.

3. Legal Framework

This policy complies with:

- [Keeping Children Safe in Education \(2026\)](#)
- [DfE Mobile Phones in Schools guidance \(2026\)](#)
- DfE Behaviour in Schools guidance
- DfE Searching, Screening and Confiscation guidance
- Data Protection Act 2018 and UK GDPR
- Voyeurism (Offences) Act 2019
- Sexual Offences Act 2003
- Protection of Children Act 1978

4. Roles and Responsibilities

Governing Body

- Ensure statutory compliance

- Review policy annually
- Monitor safeguarding effectiveness

Headteacher

- Implement and monitor policy
- Ensure communication to staff, parents and pupils
- Apply sanctions where necessary

Designated Safeguarding Leads (DSL)

- Manage safeguarding concerns related to device misuse
- Liaise with external agencies where required
- Respond to incidents (e.g. inappropriate images, cyberbullying)

Staff

- Model appropriate behaviour
- Enforce policy consistently
- Report safeguarding concerns immediately
- Avoid personal phone use in front of pupils unless authorised

Pupils

- Follow all expectations in this policy
- Use devices safely and appropriately

5. Safeguarding Principles

Mobile devices present risks including cyberbullying, inappropriate content, exploitation, and misuse of images. All concerns must be reported to the DSL immediately.

6. Pupil Use of Mobile Phones

General Rule

Pupils are strongly discouraged from bringing mobile phones to school.

Where Phones Are Brought to School

- Must be switched off before entering the school site
- Must not be used at any time, including before/after school on site
- Must be handed to the class teacher or school office on arrival
- Stored securely and returned at the end of the day

Prohibited Use

Pupils must not:

- Use phones during the school day
- Take photos/videos of staff or pupils
- Access the internet or social media

- Use devices in toilets or changing areas

Sanctions

- Phone confiscated and stored securely
- Returned at end of day (first incidents)
- Repeated breaches: parent collection required
- Serious misuse (e.g. filming): treated as a safeguarding incident

7. Reasonable Adjustments

The school will make reasonable adjustments for:

- Medical needs (e.g. diabetes monitoring apps)
- SEND requirements
- Exceptional safeguarding circumstances

Use will be:

- Agreed in writing
- Limited to specific purposes
- Monitored by staff

8. Staff Use

- Personal phones must be on silent/off during teaching time
- Use permitted only during breaks in staff areas
- Not to be used in front of pupils unless for approved professional purposes

Photography and Recording

- Staff must not use personal devices for images unless authorised
- School devices (e.g. iPads) should be used wherever possible
- Images must be:
 - o Uploaded to secure school systems promptly
 - o Deleted from personal devices immediately

Communication

- Staff must not contact pupils or families using personal devices
- Only school communication systems are permitted

9. Visitors, Parents and Contractors

- Must not use mobile phones in areas where pupils are present
- Must not take photos or recordings on site
- Should take calls only in designated areas

10. Searching and Confiscation

In line with DfE guidance:

- Staff may confiscate devices if rules are breached
- Authorised staff may search devices where there is reasonable suspicion of harm or misconduct
- Data may be viewed or deleted if necessary
- Illegal content must be reported to the police

Searches will be:

- Proportionate
- Conducted with a witness
- In line with safeguarding procedures

11. Data Protection and Privacy

- All users must comply with UK GDPR and Data Protection Act 2018
- Personal data must not be recorded or shared without consent
- Devices should be password protected

12. Cyberbullying

- Treated as a serious safeguarding issue
- Managed in line with Behaviour and Anti-Bullying policies
- Pupils are taught about online safety through the curriculum

13. Storage and Security

- Pupils' devices stored securely by staff
- Staff may store personal devices in designated areas
- School accepts no liability for loss or damage

14. Monitoring

Policy reviewed annually by Headteacher and DSL

📖 Updates shared with staff, parents and governors

Next review: September 2027.