

Mobile Phone Policy



Growing and Learning with the Guidance of God

With God at the heart of all we do, we aim to provide a loving and caring Catholic community, where everyone is precious.

We nurture each other with kindness to create treasured memories and values that stay with us for life.

'You, Lord, are all I have and you give me all I need; my future is in your hands.' Psalm 16
Verse 5

Adopted by St Ann's Governing Body on:

21st October 2025

Next Review:

September 2026

Staff on Premises.

1. Upon arrival in the classroom, staff are asked to place their phones in the stockroom.
2. Staff are not permitted to have their phones with them outside the staff room at any time.
3. Staff are permitted to use their phones at break times – but away from children.
4. Staff may arrange to receive important phone calls on the landline in the office, as necessary.
5. Staff are informed of this Policy upon induction, within the staff handbook.

Staff Off Premises (Visits, Trips etc).

1. Restricted Use: Phones should be used only for essential communication related to the trip or emergencies, not for personal use or social media.
2. No Photography/Recording of Pupils: Personal phones should never be used to photograph or record pupils. School-provided equipment is typically designated for this purpose.
3. Data Protection: Staff should not process or store any confidential school or pupil data on their personal devices.
4. Professional Boundaries: Staff should not give their personal phone numbers to pupils or parents, and all official communication should go through the school office or a designated school phone.
5. Discretion: Use of personal phones should be discreet and not in the presence of children unless absolutely necessary for an emergency.

Parents and Visitors.

To foster a focused and secure environment for our children, and to encourage parents and carers to be fully present with their children, the use of mobile phones by parents and carers on school premises is not permitted.

We understand that mobile phones are an essential means of communication, but their use on school grounds can create distractions and potential safeguarding concerns. Our priority is to ensure that children feel valued and heard, especially during drop-off and pick-up times when they are eager to share their day

1. **No Use of Mobile Phones on School Grounds:** Parents and carers are not permitted to use mobile phones anywhere on school premises. This includes making calls, sending texts, Browse, or using social media. We kindly request that you complete any necessary phone calls or communications before entering or after leaving school grounds
2. **School Events:** We appreciate that parents may wish to capture special moments at school events like shows or sports days, however, taking photographs or videos at any time on school premises is not permissible. School staff will take photographs at

these events and publish them on Seesaw for parents/carers to access. It is strictly forbidden for parents/carers to republish images that include any children other than your own on social networking sites or any other platform.

3. **Video Calling (e.g., FaceTime):** The use of FaceTime or any form of video calling is not allowed on school premises at any time. This is a significant safeguarding issue for all members of our school community.
4. Parents and visitors are not permitted to use their phones as recording devices or cameras when on school premises.
5. Visitors must ensure their mobile phones are switched off during events in school eg assembly.
6. **Mobile phones are strictly prohibited from being used for the entertainment of pre-school children** while on school premises, including the use of games, videos, or other media.
7. An exception to the general policy on mobile phone usage is granted to parents/carers who volunteer for the St Ann's Family and Friends Association. This exception permits the use of personal mobile phones exclusively for processing SumUp transactions at designated sales stalls. The use of the device must be strictly limited to this transactional purpose.

Children.

1. Early Years Foundation Stage (EYFS), Key Stage 1 (KS1), Year 3, and Year 4 children are not permitted to bring mobile phones to school.
2. Year 5 and Year 6 children are allowed to bring phones if they walk home independently and require a phone for safety purposes.
3. Any phones brought to school by Year 5 and Year 6 students must be switched off and given to their class teacher for safekeeping until the end of the school day.
4. School cannot be held responsible for loss or damage of any mobile phones.

Hand Held Recording Devices.

1. The school uses its own devices for the purpose of taking photographs and recording observations of children.
2. These devices are safeguarded and protected as they store information directly onto a secure site and are not connected to the internet, emails or telephone networks.

Enforcement:

School staff will challenge and remind any member of staff, governor, volunteer, visitor, parent, or contractor observed using their mobile phone while children are present. Such instances will be reported to senior staff and addressed in accordance with relevant school policies