

**ST ANN'S CATHOLIC PRIMARY**

**POLICY FOR MOBILE PHONES IN SCHOOL**

**Next Review July 2025**

***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, Outings etc).***

1. School has two designated mobile phones without a camera facility.
2. A designated phone is taken by the group leader on outings.
3. The designated phone is used solely for the purpose of essential communication when off the premises.
4. Staff are NOT permitted to take their personal mobile phones on outings and visits.

***Parents and Visitors.***

1. Mobile phones are not routinely removed from parents visiting school.
2. Visitors are not permitted to use their phones when in contact with children in school.
3. Visitors are not permitted to use their phones as recording devices or cameras when on school premises.
4. Visitors are asked to be discreet and respectful when using phones away from children.
5. Visitors must ensure their mobile phones are switched off during events in school.  
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***Children.***

Children are not allowed to bring mobile phones to school.

***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.