St Cuthbert's Catholic Primary School

School Motto

In love with Christ: Be the best I can. Be kind to one another. Amen

Mission Statement

As missionaries of our faith, our school community strives to embody the Christian values of St Cuthbert sharing in humility, spirituality, tolerance and kindness.
Each individual is nurtured and celebrated within our inclusive and equitable setting; appreciating and embracing diversity within the world around them.

Mobile Policy
September 2026

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1. Introduction and aims

At St Cuthbert's Catholic Primary School, our Mobile Phone Policy aims to:

- Ensure our school environment is mobile phone-free by default
- Ensure the safe, responsible and lawful use of mobile phones, where applicable
- Provide clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to Child Protection, Safeguarding and Behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issue
- Risk of theft, loss, or damage
- Appropriate use of technology for learning purposes

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices.

2. Relevant guidance

This policy meets the requirements of section 36 of the Children's Wellbeing and Schools Act 2026, and the Department for Education (DfE)'s Mobile Phones in Schools 2026 and Behaviour in schools guidance. Further guidance that should be considered alongside this policy is Keeping Children Safe in Education 2026 and Working Together to Safeguard Children 2026.

3. Roles and responsibilities

3.1 Staff

All staff (including teachers, support staff and supply staff) at St Cuthbert's Catholic Primary School are required to actively enforce this policy and challenge any breach of mobile phone restrictions immediately and consistently.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The DSL (Head Teacher) is responsible for monitoring the policy and reviewing it annually, holding staff and pupils accountable for its implementation.

Staff will address any questions or concerns from parents/carers in a timely manner and clearly communicate the reasons for prohibiting the use of mobile phones.

3.2 Governors

The policy will be shared with and ratified by Governors annually.

4. Use of mobile phones by staff

The DfE's mobile phone guidance stipulates that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. All schools should be mobile phone-free environments by default: anything other than this should be by exception only.

Any device that does connect to the school's internet or Wi-Fi network will be subject to the school's filtering and monitoring systems, in line with KCSIE 2026 standards.

4.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone during the school day, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present. Mobile Phone Designated Areas are clearly signposted within school.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The DSL (Head Teacher) will decide on a case-by-case basis if the implementation of special arrangements is deemed appropriate.

If special arrangements are not deemed necessary, school staff are able to use the school office number 0151 228 4137 as a point of emergency contact. Any calls received will be dealt with strict confidentially.

4.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g., ChatGPT).

More detailed guidance on data protection can be found within Data Protection Policy and ICT acceptable use policy.

4.3 Safeguarding

Staff must avoid giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to prevent unwanted contact by parents/carers or pupils.

Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil. If it's necessary to take photos or recordings as part of a lesson, school trip or activity, this must be done using school equipment.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones or a similar device during the school day in front of pupils for work. Such circumstances may include, but are not limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else that could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office

4.5 Work phones

The Caretaker is provided with a mobile phone by school for work purposes.

Only the Caretaker is permitted to use the school phone, and access to the phone must not be provided to anyone without authorisation.

The Caretaker must:

- Only use school phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct

4.6 Sanctions

Staff who fail to adhere to this policy may face disciplinary action. Please refer to the Staff Discipline Policy for further information.

5. Use of mobile phones by pupils

Pupils must not use their mobile phones during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by the DSL and Head Teacher (for example, for a specific medical reason).

- Pupil mobile phones are to be given to the School Office upon arrival at school each day
- Pupil mobile phones are stored safely throughout the school day and are available for collection when the children are leaving school
- School will not take any responsibility for mobile phones that are damaged, lost or stolen

Pupils will be taught the risks that are associated with the use of mobile phones, both in school and more broadly, to ensure they understand the decision to prohibit the use of mobile phones throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

Any device that does connect to the school's internet or Wi-Fi network will be subject to the school's filtering and monitoring systems, in line with KCSIE 2026 standards.

5.1 Use of smartwatches by pupils

The DfE's Mobile Phones in School 2026 guidance includes in the term 'mobile phones' all devices with communications and smart technology that as a school we choose to include in our policy.

Smartwatches are wristwatches with sophisticated smart technology. At St Cuthbert's Catholic Primary School, pupils must not use their smartwatches during the school day, including during lessons, in the time between lessons, at breaktimes and at lunchtimes, unless explicitly authorised by the DSL and Head Teacher (for example, for a specific medical reason).

- Pupils are strongly encouraged not to bring smartwatches into school
- If pupils arrive at school wearing a smartwatch, they are to be given to the School Office
- Pupil smartwatches are stored safely throughout the school day and are available for collection when the children are leaving school
- School will not take any responsibility for smartwatches that are damaged, lost or stolen

Pupils will be taught the risks that are associated with the use of smartwatches, both in school and more broadly, to ensure they understand the decision to prohibit the use of smartwatches throughout the school day. These risks can include a loss of focus in lessons, classroom disruption and an increase in bullying. Pupils will be encouraged to see a mobile-phone free environment as desirable and valuable.

5.2 Exceptions for special circumstances

St Cuthbert's Catholic Primary School may permit pupils to use a mobile phone or smartwatch in school, due to exceptional circumstances only. Permission will only be granted where there is a documented safeguarding or medical necessity. To request such permission the parents/carers, of the child requiring access to the device during the school day, should contact Mrs Bellis-Knox (DSL & Head Teacher) 0151 228 4137 or cuthberts-ao@st-cuthberts.liverpool.sch.uk.

The expectation for any pupil who is granted permission is that they must adhere to the school's code of conduct for mobile phone use (see appendix 1).

5.3 Sanctions

Schools are permitted to confiscate mobile phones from pupils under sections 91 and 94 of the Education and Inspections Act 2006. In specific circumstances, as set out in the DfE's guidance on searching, screening and confiscation, school has the right to search pupils' phones if there is a valid reason to do so (such as having reason to believe the mobile phone contains images of an inappropriate nature, or if it is being/has been used to commit an offence or cause harm to another person).

If a mobile phone or similar device is confiscated, the parent / carer of the child, who the device belongs to, will be able to collect it from school at a mutually convenient day and time for the parent / carer and Head Teacher.

At St Cuthbert's Catholic Primary School, the sanctions given will be considered on a case-by-case basis and will be both reasonable and proportionate. School will consider whether:

- There are any relevant special circumstances (for example, age, religious requirements, special educational needs (SEN), disability)
- The pupil's behaviour indicates that they may be suffering, or at risk of harm. If this is suspected, staff will follow the appropriate procedure set out in Keeping Children Safe in Education 2026. This will include speaking with the designated safeguarding lead (DSL) or deputy, who will consider if consider if pastoral support, a referral to Family Help, or a referral to children's social care is appropriate.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sharing of nude or semi-nude images and/or videos (youth-produced sexual imagery)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

6. Use of mobile phones by parents/carers, volunteers and visitors

Parents are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Parents/carers, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Switching mobile phones off when accessing the school site
- Not taking pictures or recordings of pupils at school events
- Using any photographs or recordings from public events (e.g., Summer Fayre) for personal use only, and not posting on social media without consent
- Never to have mobile phones switched on during lessons, when working with pupils or while children are present

Parents/carers, visitors and volunteers will be informed of the policy for mobile phone use when they sign in at reception, attend a school event or public event at school and a hardcopy of the Mobile Phone Policy will be shared accordingly.

Parents/carers or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents/carers
- Take photos or recordings of pupils, their work, or anything else that could identify a pupil
- Accept or respond to phone calls or messages when supervising children

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 5 above, but must refer any sanctions to the member of staff leading the trip or residential, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their personal mobile during the school day.

7. Loss, theft or damage

Pupils bringing mobile phones to school must ensure that their phones are appropriately labelled, turned off and ready to be stored away securely, in the school office, when not in use during the school day.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

St Cuthbert's Catholic Primary School accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

Pupils and parents/carers are informed of the disclaimer:

- The Mobile Phone Policy & disclaimer is shared with children and families new to school
- The Mobile Phone Policy is shared electronically via Dojo annually
- The Mobile Phone Policy is accessible on the Parent Safeguarding Board

Confiscated phones will be stored securely in the DSL and Head Teachers Office in a locked cupboard.

Lost phones should be returned to the School Office and a member of the Safeguarding Team will then attempt to contact the owner.

8. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations

If there are any concerns regarding this policy, these should be brought, in a timely manner, to the attention of Mrs Bellis-Knox, Head Teacher & DSL: 0151 228 4137 / cuthberts-ao@st-cuthberts.liverpool.sch.uk.

9. Appendix 1: Code of conduct for pupils allowed to bring their phones to school due to exceptional circumstances

Pupil Code of Conduct

You must abide by the following rules if you bring your mobile phone to school:

- Store your mobile phone in the School Office for the entire school day, unless actively needed for a specific, documented medical monitoring reason (e.g., continuous glucose monitoring) or exceptional personal circumstance
- Keep your mobile phone turned **completely off** (rather than on silent) during the entire school day except when needed for a specific, documented medical monitoring reason (e.g., continuous glucose monitoring) or exceptional personal circumstance
- Only use your mobile phone if you have explicit permission and direct supervision from a member of the Safeguarding Team.
- Avoid taking photographs or recordings (either video or audio) of school staff or other pupils, this is not permitted.
- Avoid sharing the contact details of yourself and others with people you do not know.
- Keep your contact details, passwords, and access codes private.
- Use your mobile phone in ways that align with the St Cuthbert's Behaviour Policy, fostering a welcoming community free from bullying, harassment, intimidation or criminality including communication via:

- Email
- Text/messaging app
- Social media

- Ensure a smooth, respectful learning environment. Politely comply with a request by a member of staff to switch off, or hand over, a mobile phone. Refusal to comply is a breach of the school's Behaviour Policy and will be dealt with accordingly.
- Prior to accessing an internal or external assessment, store your phone safely in a designated area or hand it to a member of staff to safeguard the validity of your tests.

10. Appendix 2: Permission form allowing a pupil to bring their phone to school

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Parent/carer(s) name(s):	

St Cuthbert's Catholic Primary School has agreed to allow pupil name to bring their mobile phone to school because they:

- Travel to and from school alone
- Are a young carer
- Need the phone to support their medical needs

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its code of conduct.

St Cuthbert's Catholic Primary School reserves the right to revoke permission if a pupil does not abide by the policy.

Parent/carer signature: _____

Pupil signature (where appropriate): _____

FOR SCHOOL USE ONLY	
Authorised by:	
Date:	

11. Appendix 3: Template mobile phone information slip for visitors

Use of mobile phones and similar devices in St Cuthbert's Catholic Primary School

Our school is a mobile phone-free environment.

- Please turn your mobile phone off while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may access a Designated Mobile Phone Area
- Do not use your phone in lessons, when working with pupils or while children are present
- Do not take photographs or recordings of pupils or staff
- The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.
- A full copy of our mobile phone policy is available from the school office.

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Policy Review

Policy Written: September 2026
Sent to the Governors: September 2026
Next Review: September 2027
Staff Responsible: Claire Bellis-Knox