All Saints' Roman Catholic High School, A Voluntary Academy part of

Romero Catholic Academy Trust

Luceat Lux Vestra

Mobile Phone Policy

Updated: Summer 2026
To be reviewed: Summer 2027

Responsibility of: Headteacher
Approved by: Local Governing Board

Policy Approval:

Signature of Headteacher — Date: 01st October 2026

Signature of Committee Chair/Vice-Chair — Date: 01st October 2026

Mission Statement

All Saints' is a school where the Catholic faith is taught, lived and celebrated.

We will educate the whole person spiritually, morally and intellectually.

We embrace Catholic values in all we do and in all our relationships.

We will identify and cater for the individual student's needs and prepare them for responsible participation in society.

Our aim is to follow Christ's teaching, as found in the Gospels, in everything we do.

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1. INTRODUCTION AND AIMS

At All Saints' we recognise that mobile phones and similar devices, including smartphones, are an important part of everyday life for our pupils, parents/carers and staff, as well as the wider school community.

Our policy aims to:

- Promote safe and responsible phone use
- Set 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 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 issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

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

2. RELEVANT GUIDANCE

This policy has been developed in accordance with the Department for Education's statutory guidance, Mobile phones in schools, https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools and should be read alongside the DFE's behaviour in schools

guidance, https://assets.publishing.service.gov.uk/media/65ce3721e1bdec001a3221fe/Behaviour_in_schools_-_advice_for_headteachers_and_school_staff_Feb_2024.pdf Searching, Screening and Confiscation guidance https://assets.publishing.service.gov.uk/media/62d1643e8fa8f50bfbefa55c/Searching__Screening__and_Confiscation_guidance_July_2022.pdf and Keeping Children Safe in Education 2026 https://assets.publishing.service.gov.uk/media/6a9081309a177a1decf97b00/Keeping_children_safe_in_education_2026.pdf

3. ROLES AND RESPONSIBILITIES

3.1 Staff

All staff (including teachers, support staff and supply staff) are responsible for consistently enforcing this policy.

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 policy will be monitored throughout the year and formally reviewed annually, or earlier where there are changes to legislation or statutory guidance.

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

3.2 Governors

Governors will monitor and review this policy on a three-year basis.

4. USE OF MOBILE PHONES BY STAFF

The DfE's statutory mobile phone guidance says that staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day.

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, while pupils are present / during contact time with pupils. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom).

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 headteacher will decide on a case-by-basis whether to allow for special arrangements.

If special arrangements are not deemed necessary, school staff can use the school office number 01706 213 693 as a point of emergency contact.

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 and Google Bard).

More detailed guidance on data protection can be found in our Digital Communications policy and our Online Safety policy and our RCAT Data Protection Policy, all of which can be accessed on the school website: https://www.allsaintshigh.lancs.sch.uk/page/?title=Policies&pid=21.

4.3 Safeguarding

Staff must not give 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 avoid unwanted contact by parents/carers or pupils. Please also see our Digital Communications policy for further information on this.

Where staff are authorised to use a personal device for a legitimate school purpose, they must do so in accordance with the school's data protection, safeguarding, acceptable use and staff code of conduct requirements. Personal devices must not be used to photograph or record pupils.

There may be occasions whereby staff who are On-Call or supporting a student may need to use their personal mobile phone to access school systems to assist in finding what lesson the student should be in to direct them/accompany them to the lesson.

4.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work, in the presence of a student. Such circumstances may include, but are not limited to:

- Issuing homework, rewards or sanctions,
- Use of multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits

4.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes, on most occasions this is when staff are accompanying students on a school trip or residential.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use 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 that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

5. USE OF MOBILE PHONES BY PUPILS

The DfE's statutory mobile phone guidance says that pupils should not use mobile phones throughout the school day.

Pupils are not allowed to have a mobile phone in their possession in school during the school day. If a pupil brings mobile phone into school, they must switch it off and lock it away at the beginning of Form Time in the specially designed mobile phone locker located in each Form Room. Pupils arriving after registration must hand their phone in at the Attendance office, to be locked away. Alternatively, pupils may leave their phone at home.

Mobile phones are classed as a banned item between the start and end of the school day. They are classed as a banned item because:

- Phones are a growing source of distraction in classrooms, interfering with students' focus and achievement.
- Mobile phones are frequently involved in issues such as bullying on social media, unauthorised photography, and communication that bypasses school support systems.
- Excessive or inappropriate mobile phone and social media use can present risks to pupils' wellbeing, including through online bullying, harmful content and pressures associated with social media.
- Unlike school devices, personal phones do not have safeguarding filters, exposing students to inappropriate online content.

Pupils will be dismissed back to their form class, 5 minutes prior to the end of the school day to collect their phones. Pupils leaving school before the end of the school day, will be handed their phone back prior to leaving, e.g. needing to leave for a medical appointment etc
If parents need to contact their child during the day, they should contact school on 01706 213693

The Senior Leadership team will consider any exceptional circumstances related to a pupil needing to carry a mobile phone for medical, disability, or special educational needs. Supporting documents from a Medical Professional must be submitted for a request to be considered – see Appendix 1.

5.1 Sanctions

- Between the start and end of the school day, mobile phones are classed as banned items and pupils may be screened by members of the Senior Leadership Team or Pastoral Team to ensure they are complying with this requirement. (Please see Appendix 3)
- Pupils who breach these rules will have their phone confiscated and it will be stored in a locked cabinet in the Emmaus Centre; the pupil will receive their phone back after they have completed a Reflect detention that day.
- For repeat offenders, pupils may be placed in the Emmaus Centre for the full day, parents may be required to meet with a member of the Senior Leadership team, pupils may face off site directions or suspensions.
- Where an electronic device has been confiscated, any examination of data or files on the device, or deletion of data or files, will only take place where permitted by law and in

accordance with the DfE's Searching, Screening and Confiscation guidance. Safeguarding concerns will be referred to the DSL and, where appropriate, the police.

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:

- Consensual and non-consensual sharing of nude and semi-nude images and/or videos
- 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/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:

- Not taking pictures or recordings of pupils, unless it's at a public event (such as a school show), or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in lessons, or when working with pupils

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

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

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 a member of staff, 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 (01706 213693) 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

Whilst we have tried to put measures in place for pupils to be able to store their phones during the day if they bring them to school, we cannot accept responsibility for their security. We recommend to pupils that they have a way to track their mobile phone if it is misplaced such as a 'find my phone' app.

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.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport during school visits or trips, or whilst pupils are travelling to and from school.

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

APPENDIX 1: PERMISSION FORM ALLOWING A PUPIL TO BRING THEIR PHONE TO SCHOOL

PUPIL DETAILS	
Pupil name:	
Year group/class:	
Reason	
Details of supporting documents from Medical Professional received	

All Saints' RC High School has agreed to allow [pupil name] to keep their mobile phone in their possession throughout the school day, because they:

- Need the phone to support their medical needs
- Need the phone to support their Special Educational Needs
- Need the phone to support their disability needs

Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones, and its acceptable use agreement. The decision to grant permission to allow a pupil to keep their mobile phone in their possession will be made by the Senior Leadership Team

The 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:	

APPENDIX 2: TEMPLATE MOBILE PHONE INFORMATION SLIP FOR VISITORS

Use of mobile phones and similar devices in our school

- Please keep your mobile phone switched on silent/vibrate while on the school grounds
- Please do not use phones where pupils are present. If you must use your phone, you may go to the Staffroom
- Do not take photos or recordings of pupils (unless it is your own child), or staff
- Do not use your phone in lessons, or when working with pupils

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

APPENDIX 3: SCREENING FOR MOBILE PHONES WITH A HAND-HELD METAL DETECTOR

Screening for mobile phones using a hand-held metal detector will only take place as and when necessary, in response to specific concerns regarding the possession of the banned item.

- Screening will only be conducted only members of the Senior Leadership Team (SLT) or Designated Safeguarding Leads (DSLs) who have received appropriate training.

- Screening will be carried out respectfully, with minimal disruption to pupils' learning and dignity, and in accordance with DfE statutory guidance.

- Pupils will be informed of the reason for screening. Screening will be non-contact and will not require the removal of clothing other than outer coats or jackets.

- If a pupil refuses to cooperate with screening, staff will consider the reasons for the refusal and respond in accordance with the school's Behaviour Policy and the DfE's Searching, Screening and Confiscation guidance. This may include consideration of whether a search is necessary and/or an appropriate behavioural response. Parents/carers will be informed where appropriate.

- Parents/carers will be informed if their child is screened and if any prohibited items are found.

This section is in accordance with DfE 'Searching, Screening and Confiscation: Advice for Schools' (July 2022).