



**CATALYST**  
ACADEMIES TRUST

**Use of Mobile Phones Policy  
(including mobile devices)**

**Reviewed: September 2021**

## POLICY ON USE OF MOBILE PHONES

### Introduction

The Governing Body is committed to safeguarding and promoting the welfare of children and young people, and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.

This policy on the use of mobile phones in school and has been drawn up in the best interests of pupil safety and staff professionalism.

### Use of mobile phones

#### Pupils

- Pupils are not permitted to have mobile phones at school or on trips
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to school to contact the parent after school:
  - the parent must put their request in writing to the Headteacher
  - the phone must be handed in, switched off, to the class TA who hands these in to the front office. The phones are to be collected from the office by the TA at home time to be distributed to the pupil (the phone is left at the owner's own risk).
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

#### Staff

- All staff must have their phones on 'silent' or switched off during class time.
- **All staff, including office staff, may not make or receive personal calls during teaching time/ contracted hours unless it is work related.** If there are extreme circumstances (e.g. acutely sick relative) the member of staff should make the Head Teacher aware of this and will have discussed the need to make an emergency call.
- Use of phones must be limited to non-contact time/ lunchtime when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag, staff cupboard) when staff are with children. Office staff should also keep their mobile phones out of sight.
- Phones will never be used to take photographs of children or to store their personal data.

#### Parents & other visitors

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds during school hours.

**We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.**