CATALYST
ACADEMIES TRUST

Use of Mobile Phones Policy (including mobile devices)

Reviewed: September 2026

POLICY ON USE OF MOBILE PHONES/SMART WATCHES/DIGITAL DEVICES

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/smart watches/digital devices

Pupils

Pupils are not permitted to have mobile phones, smart watches or other digital devices at school or on educational visits.

In the rare event that a parent/carer wishes for their child to bring a mobile phone, smart watch or digital device to school in order to contact them before or after school, the following procedures must be followed:

- The parent/carer must provide consent via Arbor before the device is brought to school.
- On arrival at school, the mobile phone, smart watch or digital device must be switched off and handed directly to the class LSA, who will take it to the school office.
- All collected devices will be stored securely in a locked cupboard within the school office throughout the school day.
- At the end of the school day, the device will be returned to the class LSA for distribution to the pupil.
- Devices are brought to school entirely at the owner's risk and the school accepts no liability for loss, theft or damage.

Mobile phones, smart watches or digital devices brought to school without prior permission and Arbor consent will be confiscated and must be collected by a parent/carer from the school office.

Staff

- All staff must ensure that personal mobile phones, smart watches and digital devices are switched off or set to silent mode during working hours.
- Personal mobile phones, smart watches and digital devices must not be used to make or receive personal calls, messages or notifications during teaching time or when supervising children, unless there is an emergency or the communication is work-related.
- Where exceptional circumstances exist (for example, an acutely ill family member), the member of staff must inform the Headteacher in advance and agree appropriate arrangements for receiving or making emergency communications.
- The use of personal mobile phones, smart watches and digital devices must be restricted to non-contact time, designated staff areas and break times when children are not present.
- Personal mobile phones, smart watches and digital devices must be kept out of sight at all times when staff are working with or supervising pupils. Devices should be stored securely in a drawer, handbag, locker or staff cupboard. This requirement applies to all staff, including office-based staff.
- Personal mobile phones, smart watches and digital devices must never be used to photograph, film or record pupils, nor should they be used to store, transmit or access pupils' personal information.
- Staff must use only school-authorised devices and systems when taking photographs, recording videos or processing personal data for educational or safeguarding purposes.

Parents & other visitors

- We request that parents, carers and visitors do not use mobile phones or digital devices whilst on the school premises, including within school buildings and on the school grounds.
- Mobile phones, smart watches and other digital devices must not be used to take photographs, videos or audio recordings on the school site during the school day unless authorised by the Headteacher.
- Mobile phones, smart watches and other digital devices must not be used to record meetings, conversations or interactions with members of staff without the prior knowledge and explicit consent of all parties involved.
- If a parent, carer or visitor is found to be recording a meeting or conversation without consent, staff reserve the right to terminate the meeting immediately and request that the individual leaves the school premises.
- Any unauthorised use of mobile phones or digital devices, which includes recording glasses and pocket recorders, that compromises the privacy, safety or wellbeing of pupils, staff or visitors may be dealt with in accordance with the school's safeguarding procedures and visitor code of conduct.

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