

MOBILE PHONE POLICY

THIS POLICY LINKS WITH:

- Behaviour management policy
- Safeguarding and Child Protection Policy
- Supporting Students with Medical Needs policy
- Trips and Expedition policy
- Uniform policy

Date of Latest Review:	March 2026
Next Review Date:	March 2027
Policy Available for Staff at:	TEAMS
Policy Available for Parents at:	Website
Headteacher:	Mrs C Slattery

Introduction and aims

At **St Joseph's College**, we recognise that mobile phones and similar devices are an important part of everyday life for pupils, parents/guardians and staff. However, the school also recognises the potential negative impact that mobile phones can have on pupils' wellbeing, concentration and behaviour.

In line with the Department for Education guidance on mobile phones in schools, St Joseph's College maintains a mobile-phone-free learning environment.

The aims of this policy are to:

- Promote safe and responsible use of technology
- Ensure pupils can focus fully on learning and school life
- Protect pupils' wellbeing and support positive social interaction
- Reduce safeguarding and data protection risks
- Provide clear expectations for pupils, staff, parents/carers and visitors

This policy should be read alongside:

- Behaviour management policy
- Safeguarding and Child Protection Policy
- Supporting Students with Medical Needs policy
- Trips and Expedition policy
- Uniform policy

Throughout this policy, "mobile phones" refers to smartphones and any similar communication devices, including smartwatches with messaging capability.

Relevant guidance

This policy reflects guidance from the Department for Education, including:

- Mobile Phones in Schools Guidance
- Behaviour in Schools Guidance
- Keeping Children Safe in Education
- Letter to Head Teachers from Bridget Phillipson

These emphasise that mobile phones should not be used during the school day and that schools should create environments where learning is not disrupted by personal technology.

Roles and responsibilities

Staff

All staff are responsible for:

- Enforcing this policy consistently
- Confiscating phones when pupils breach the rules
- Reporting any safeguarding concerns relating to mobile phone use
- Communicating clearly with pupils about expectations

Senior Leadership

The Headteacher and Senior Leadership Team are responsible for:

- Monitoring implementation of the policy
- Reviewing the policy regularly
- Communicating expectations to parents and pupils

Governors

The governing body will support and review this policy as part of their oversight of behaviour and safeguarding.

Parents/guardians

We ask that parents/guardians support the school in maintaining these high standards. Any communication to their child needs to be made through the main school office rather than directly to the pupil.

Use of mobile phones by pupils

St Joseph's College operates a strict "phones switched off and out of sight" policy throughout the school day.

5.1 Bringing phones to school

Pupils are permitted to bring mobile phones to school, as we recognise the need for communication whilst travelling to/from school, but they must follow these rules:

- Phones must be switched off before entering the school gates – regardless of arrival time
- Phones must be kept in school bags at all times
- Phones must not be visible, heard, or used anywhere on the school site

This rule applies:

- Before school
- During lessons
- Between lessons
- During break and lunchtime
- During after-school activities unless otherwise stated

5.2 End of the school day

At the end of the school day:

- Phones may only be used outside of school buildings
- Phones must not be used inside school buildings (including the courtyard)

5.3 Sixth Form students

Sixth Form students are allowed greater independence but must still follow school expectations.

Mobile phone use is permitted only in designated Sixth Form areas:

- Olsen Building
- Fideliter Building

Mobile phone use is never permitted during Sixth Form tutor time, lessons or timetabled study periods (other than for access to school platforms).

When Sixth Form students are on the **main school site**, the same rules apply as for all pupils:

- Phones must be switched off
- Phones must be kept in bags
- Phones must not be used before the school day

5.4 Smartwatches

Smartwatches must not be used to bypass this policy. This is in line with the school uniform policy.

5.5 Sanctions

Any pupil found using a mobile phone during the school day will have the device confiscated.

The following procedures will apply:

1. The phone will be confiscated by staff.
2. The phone will be stored securely
3. A parent or guardian must collect the phone from school (KS3/4)
4. In KS5 students will need to see DOSF or HOY for the release of their phone

Repeated breaches may result in **further sanctions in line with the school behaviour policy**.

School trips and residential visits

Mobile phone rules may differ on:

- School trips
- Retreats
- Residential visits

Specific guidance will be shared before each trip with pupils and parents/guardians.

Any pupil who breaches the agreed expectations during these activities will receive appropriate sanctions.

Exceptions

St Joseph's College will make reasonable adjustments where necessary.

Exceptions may be made for pupils who require phones due to:

- Medical conditions
- Disabilities
- Monitoring health devices
- Other safeguarding reasons

These arrangements will be agreed case-by-case with parents and relevant staff.

If there is a practical, educational need for a department to request that students use their mobile for a specific reason, this request must be made to SLT and agreed prior to their usage.

Use of mobile phones by staff

Personal mobile phones

Staff must not use mobile phones for personal use:

- During lessons
- While supervising pupils
- In any situation where pupils are present

Safeguarding and data protection

Staff must not:

- Take photos or videos of pupils on personal phones unrelated to school activity
- Store pupil data on personal devices
- Share personal contact details with pupils

Staff must:

- Download, to the school media drive, any photos/videos that have been taken for school activity as quickly as is feasibly possible after the event and then remove these from their phone, devices and from any storage area

Failure to follow these rules may result in disciplinary action.

Use of mobile phones by parents, visitors and volunteers

Parents, visitors and volunteers must:

- Keep phones on silent while on school grounds
- Not take photographs or videos of pupils
- Not use phones while working with pupils unless preauthorised

Parents **MUST** contact the school office if they need to reach their child during the school day.

Loss, theft or damage

The school accepts **no responsibility for mobile phones that are lost, stolen or damaged:**

- On school premises
- During school trips
- While travelling to and from school

Confiscated phones will be stored **securely** until collection.

Monitoring and review

St Joseph's College will review this policy regularly to ensure it supports:

- Pupil wellbeing
- Effective learning
- Safeguarding

The review will consider:

- Feedback from pupils, parents and staff
- Behaviour records
- Updated DfE guidance