



Learning together with God's love

We aspire to be a happy, confident and caring community where children are motivated to flourish and achieve their full potential in a supportive learning environment, underpinned by a strong Christian ethos.

Perseverance Aspiration Respect Teamwork

1 John 4: 16 'God is love and those who love live in God, and God lives in them'.

Mobile Phone Policy

Vision

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POLICY	Mobile Phone Policy
SOURCE	HTS
REVIEWED BY	HTS FGB
APPROVED	03.12.25
REVIEW DUE	Autumn 2027

Introduction

At Holy Trinity CE Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Related Policies

- ❖ Safeguarding and child protection policy
- ❖ Social media and e-safety policy
- ❖ Safer care code of conduct
- ❖ Educational visits policy
- ❖ Use of photographs and film policy

Use of mobile phones

Pupils:

- Pupils are not permitted to have mobile phones in class or on trips.
- Any phones brought into school must be switched off and placed in a box that is taken to the school office first thing in the morning. It will then be locked away safely for the duration of the school day. The box of phones is then collected from the office at the end of the school day and phones returned to the children.
- School are not responsible for the loss or damage of phones.
- Mobile phones should only be brought in to school by children who walk to and from school independently

Staff:

- Staff must have their mobile phones on 'silent' or switched off during teaching time.
- Staff may not make or receive calls during teaching time, nor respond to text messages, use phones to access the internet. The only exception to this is any School based application that require 2 factor authentication e.g. CPOMS. If there are extreme circumstances (an acutely sick relative), the member of staff must make the Headteacher aware of this and can have their phone in case of having to receive an emergency call.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (e.g. drawer, handbag or locker) when staff are with children.
- Personal phones should not be used to take or store photographs of children or children's personal data.
- The above applies to all aspects of the school including out of hours provision, e.g. after school clubs.

Parents/carers and other volunteers:

- Parents/carers and volunteers working in class with children should have their mobile phones on 'silent' or switched off and kept out of sight.
- If emergency calls are needed to be taken we request that parent/carers and volunteers take themselves out of the classroom setting and away to the outside of the building to receive these calls.
- Parents who take photos or film special events e.g. performances, sports days, etc are requested not to share them on any social media / online platform or App.