



Our Christian Vision

“For I know the plans I have for you,” declares the Lord, “plans to prosper and protect you, plans to give you hope and a future.”

Inspired by Jeremiah 29:11, and guided by love and respect, we want to nurture our community to grow and flourish in the fullness of God. As a richly diverse and inclusive church school, we hope to create a community where everyone is encouraged to dream boldly, learn joyfully, achieve their full academic potential and live faithfully.

Together, we will empower all to thrive, show courage and compassion, stand against injustice and make a positive contribution to the world.

Love - Faithfulness - Hope – Justice – Respect - Perseverance

This policy applies to all staff, volunteers, visitors’, parents and carers. Please note that for the purposes of this policy, the term ‘mobile phone’ also covers any electronic device with the capacity to be used as a form of communication and/or take photographs (with the exception of school cameras and I pads) either through the device itself or any applications stored on the device. I.e. a smart watch.

Staff/ visitor Personal Mobile Phones

Staff must not carry personal mobile phones while working. This protects staff from being distracted from their work and from allegations of inappropriate use. Phones must be safely stored in a cupboard or bag.

- If staff have a break time during their working hours, they may use their mobile phones during these times in the staff room, classroom or an office where children are not present. Staff may use their mobile phones during their release times from class but must ensure these are not used in front of children.

- In an emergency, staff needing to make a personal call during a lesson or whilst on duty should first obtain agreement from their line manager, ensure that adequate cover has been put in place and make the call in an area not used by children.
- A personal mobile phone may be taken on school trips in accordance with guidance – see ‘The Use of Mobile Phones on Trips’ section below.
- Camera or video functions on personal mobile phones must not be used by staff to take images of children under any circumstances.
- Staff are not required to make work calls on their own phones, either mobile or landline, however, in exceptional circumstances, if this should be necessary then they are advised to use the prefix 141 before dialling the recipient’s number to ensure their own number is protected.
- Staff must never store parents’, carers’ or children’s telephone numbers on their mobile phones and staff must never give their private mobile number to parents, carers or children.
- Failure by staff to comply with the mobile phone policy guidelines could result in disciplinary action.

The Use of Mobile Phones on School Trips

Carrying mobile phones on trips can help to ensure safety for all members of the school. However, it is important that the following guidance is adhered to in order to keep children safe and protect staff and volunteers from accusations of inappropriate use:

- Members of staff and volunteers may carry their own, personal mobile phones within the following guidelines:
- Personal phones should only be used to contact staff members or volunteers on the trip, the school or emergency services. If possible, these calls should be made away from children.
- Personal phones should not be used for any purpose other than school business for the duration of a trip. This means that personal calls or texts should not be made or accepted. On residential trips this will apply while the member of staff or volunteer is on duty.
- If it becomes necessary for a member of staff or volunteer to make a personal call or text, then the party leader or another member of staff should be informed and take responsibility for the pupils in the group while the call or text is made away from sight and sound of any pupils.
- Personal mobile phones must not be used under any circumstances to take photographs or videos of pupils. Volunteers are acting role models for the duration of the trip and therefore must not take photos or videos of any pupils, including their own child, using a mobile phone or any other mobile device, e.g. camera or tablet, without permission of the party leader.

- The party leader may ask volunteers to provide them with their mobile phone number for the duration of the trip so that they can be contacted in case of emergency. The party leader undertakes to ensure that these numbers are not held on any mobile device or in any written form after the end of the trip.
- It is advised that if the party leader is using his or her own mobile phone, then if they need to contact anyone during the trip they do so by pre-dialling 141 (some mobile providers use a different prefix – staff are advised to check this with their provider) before the number so that their own number remains protected.

Use of mobile phones by pupils

The Department for Education (DfE) updated guidance (January 2026) states that all schools in England should be **mobile phone-free environments**.

At St Michael's, Pupils are not allowed to bring mobile phones to school.

- In exceptional circumstances, when agreed with the Head teacher, a pupil may be permitted to bring a mobile phone to school. Upon entering school site, phones must be switched off. Phones must be handed in at the school office once the pupil enters the school building each day and then stored in the school office until the end of the day. Once collected, phones must not be switched on until the pupil has left school site.
- If the above/the code of conduct is breached, the pupil will no longer be allowed to bring the mobile phone to school and further sanctions may be given in line with the behaviour policy.

Pupils must adhere to the school's code of conduct/acceptable use for mobile phones.
(Appendix 1)

Use of mobile phones by parents/carers whilst on the school grounds

- Parents/carers must not take pictures or recordings of pupils or staff on school grounds, unless agreed in advance by the Head Teacher.
- Pictures/videos are allowed to be taken at events such as class worships/celebration of arts, nativity performances for personal use only.
- Parents/carers must not post any images or recordings taken on school premises of staff or children to social media.
- Under no circumstances should parents/carers record or film any conversations/meetings with staff on the school premises or school trip. If a staff member suspects they are being filmed/recorded they should end the conversation or meeting immediately.

Appendix A

Code of conduct/acceptable use for pupils

You must obey the following rules if you bring your mobile phone to school:

1. Phones must be switched off (not just put on 'silent') once entering school grounds.
2. Phones must be handed into the school office upon arrival.
3. Phones should not be turned on again until you have left the school site.
4. You cannot take photos or recordings (either video or audio) of school staff or other pupils.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Keep your phone's passwords and/or access codes private.
7. Mobile phone or other devices must not be used to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating pupils or staff via: a. Email b. Text/messaging app c. Social media
8. Mobile phones must not be used to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
10. Vulgar, obscene or derogatory language while on the phone or when using social media is not acceptable. This language is not permitted under the school's behaviour policy.

I have read and understand the above agreement.

Parent: _____ Date: _____

Child: _____ Date: _____