

Holy Trinity Catholic School, Birmingham- Mobile Phone Policy

1. Rationale and Catholic Ethos

At Holy Trinity Catholic School, we are committed to fostering a safe, calm, disciplined and prayerful environment in which all students can flourish academically, spiritually and personally. In line with our Catholic values of respect, responsibility and community, this policy aims to ensure that mobile phones do not disrupt learning, relationships, or wellbeing.

This policy supports safeguarding, promotes positive behaviour, reduces distractions, and ensures equity among students. It fully aligns with **Department for Education (DfE) guidance** on the use of mobile phones in schools.

2. Policy Statement

Holy Trinity Catholic School operates a **strict “no mobile phone use” policy** throughout the school day.

- **Students may bring a mobile phone to school, but:**
 - It **must be switched off**
 - It **must be kept out of sight**
 - It **must be stored securely in the student’s bag**
 - It **must not be used for any reason** while on the school site

This includes smartphones, smartwatches, and any other personal device capable of communication, internet access, photography, video or audio recording. Headphones, earbuds and wireless accessories linked to mobile devices are also prohibited during the school day. The policy applies **at all times while students are on the school site**, including before and after the formal timetable.

3. Educational Visits, Trips and Off-Site Activities

- On school trips or educational visits, mobile phone use will only be permitted **if explicitly authorised** by the trip leader.
- Clear guidance will be issued to students and parents/carers prior to the visit.
- Any misuse during trips will be dealt with in line with this policy and the Behaviour Policy.

4. Safeguarding and Privacy

The policy supports safeguarding by:

- Preventing unauthorised photography or filming
- Reducing risks linked to cyberbullying and online harassment
- Protecting the privacy and dignity of all members of the school community

Any use of a mobile phone to film, photograph or record without permission will be treated as a **serious breach** of school rules and may lead to escalation under safeguarding or disciplinary procedures.

5. Responsibility and Loss or Damage

- Students bring mobile phones to school **at their own risk**
- The school **accepts no responsibility** for:
 - Loss
 - Theft
 - Damage
- Students are strongly discouraged from bringing expensive devices to school

8. Emergencies and Parental Contact

- It is the parents/carers responsibility to ensure correct contact details and updated with the school.
- In the event of illness or an emergency during the school day, students must:
 - Report to the school office or a member of staff
 - Use school communication systems, not personal phones
- Parents/carers needing to contact students during the day should:
 - Contact the school office directly

9. Sanctions for Breaches of the Policy

Failure to comply with this policy will result in sanctions in line with the school's Behaviour Policy. This may include:

1. **Confiscation of the device which will be stored in reception**
2. **Device held securely until the end of the school day**
3. **Repeat offences will require a parent/carers to collect the device**

4. Escalated behaviour sanctions for persistent non-compliance

Serious misuse (e.g. filming, sharing content, refusal to hand over a device) may result in further disciplinary action.

10. Reasonable Adjustments and SEND, medical and exceptional circumstances

- Exceptions will only be made where a mobile device is required as part of a **formal support plan**, medical need or agreed reasonable adjustment
- Any permitted use must be:
 - Agreed in advance
 - Documented
 - Closely supervised

11. Role of Parents and Carers

Parents and carers are expected to:

- Support the school's mobile phone policy
- Reinforce expectations with their child
- Avoid contacting students directly during the school day
- Ensure students understand the consequences of non-compliance

12. Monitoring and Review

This policy will be:

- Communicated clearly to students, parents/carers and staff
- Enforced consistently across the school
- Reviewed to ensure continued alignment with DfE guidance and best practice