



'Working together to safeguard children'
"RESPECT, BELIEVE, ACHIEVE."

Cardinal Heenan Catholic High School

Mobile Phone and electronic device protocol

Approved by:	Name: Full Governing Body	Date: July 2024
Last reviewed on:	Date: January 2026	
Next review due by:	Date: January 2027	

Statement of Intent

Mobile phones, tablets and other personal electronic devices are widely available and accessible to pupils. The school recognises that parents may provide pupils with mobile phones for reasons of safety and personal security. However, such devices also present risks to safeguarding, privacy and the learning environment.

This policy aims to strike a clear and proportionate balance between personal safety and maintaining a calm, focused and safe educational setting. It establishes how personal electronic devices should be brought into, used and managed in school in order to safeguard pupils and staff, protect personal data, and support high standards of behaviour and learning.

Personal electronic devices include, but are not limited to:

- Mobile phones and smartphones
- Tablets and laptops
- Smart watches and wearable technology (e.g. iWatches)
- Personal digital assistants (PDAs)
- Handheld entertainment devices (e.g. games consoles, music players)
- Devices capable of image, video or sound recording, wireless communication or internet access

1. Legal Framework

This policy has due regard to relevant legislation and statutory and non-statutory guidance, including but not limited to:

- DfE: *Mobile phones in schools*
- DfE: *Behaviour in Schools*
- DfE: *Keeping Children Safe in Education (KCSIE)*
- DfE: *Searching, Screening and Confiscation*
- Education Act 1996
- Data Protection Act 2018 and UK GDPR
- Voyeurism (Offences) Act 2019
- Protection of Children Act 1978
- Sexual Offences Act 2003
- DfE: *Cyberbullying – Advice for Headteachers and School Staff*

This policy operates in conjunction with the following school policies:

- Child Protection and Safeguarding Policy
- Online Safety Policy
- Behaviour Policy
- Anti-Bullying Policy
- Searching, Screening and Confiscation Policy
- Staff Code of Conduct / Staff Behaviour Policy
- Social Media Policy
- Visitor Protocol
- Complaints Procedures Policy
- Records Management Policy

2. Roles and Responsibilities

Governing Board

- Approves and monitors the implementation of this policy
- Ensures the policy does not discriminate on any grounds
- Reviews the policy annually

Headteacher

- Has overall responsibility for implementation and enforcement
- Determines proportionate sanctions and confiscation periods
- Handles complaints in line with the Complaints Procedures Policy
- Ensures the policy is communicated to staff, pupils, parents and visitors

Designated Safeguarding Lead (DSL)

- Manages safeguarding incidents involving electronic devices, including upskirting and harmful online behaviour
- Liaises with children's social care and the police where required

Staff

- Enforce the policy consistently

- Report concerns relating to misuse, safeguarding or cyberbullying
- Model appropriate mobile phone use at all times

Pupils

- Are expected to comply fully with this policy

3. Ownership and Responsibility

Pupils, staff and visitors bring personal electronic devices onto the school site at their own risk. The school accepts no responsibility for loss, theft or damage to personal devices on the school premises, during travel to and from school, or during school activities.

Staff are protected against liability for loss or damage to confiscated devices where they have acted lawfully and in line with this policy.

All devices brought into school must be protected by a PIN, password or biometric lock to protect personal data.

4. Acceptable Use – Pupils

- Pupils should not bring mobile phones into school unless necessary.
- Where brought into school, devices must be **switched off and out of sight** at all times.
- Use during lessons is only permitted with **explicit permission from the teacher** and **solely for learning purposes**.
- Devices must not be used as calculators unless directed by a teacher.
- Reasonable adjustments will be made for pupils who require access to a device for medical needs or caring responsibilities.
- Pupils may not wear headphones or earbuds during the school day unless directed by staff for learning purposes.

5. Unacceptable Use – Pupils

Personal electronic devices must not be used:

- During lessons, transitions, break or lunchtime
- In corridors, social spaces or school grounds
- To make or receive calls or messages
- To access social media, games, videos or non-approved apps
- To take photographs, videos or sound recordings

- In toilets, changing rooms or examination venues

Pupils must not contact parents directly using their mobile phone during the school day. All communication must take place through the school office.

Under no circumstances may devices be taken into examinations. Possession of a device during an examination may result in disqualification by the examination board.

6. Staff Use of Mobile Phones

- Staff mobile phone use must be discreet and out of sight of pupils
- Phones must not be used in classrooms when pupils are present unless linked to learning
- Staff must not share personal contact details with pupils
- Staff must not lend phones to pupils
- Senior staff may carry phones for emergency purposes
- Official school phones should be used for trips and visits

7. Sixth Form Pupils

Sixth Form pupils may use mobile phones in designated Sixth Form study areas and common rooms. Under no circumstances may devices be used during lessons or in restricted areas.

8. Visitors

Visitors, including parents, must not use mobile phones on the school site during the school day in classrooms, social spaces or around pupils.

Staff are expected to challenge inappropriate visitor phone use. Visitors requiring phone access should seek support from a member of staff.

9. Cyberbullying and Online Safety

- All device use is subject to the Online Safety Policy
- Cyberbullying incidents will be managed in line with the Anti-Bullying and Behaviour Policies
- Online safety education is delivered through PSHE and the wider curriculum

10. Searching, Screening and Confiscation

Searches will be conducted in line with the Education Act 1996 and DfE guidance.

Authorised staff may search pupils and possessions where there are reasonable grounds to suspect a prohibited item or harmful use.

Searches will:

- Be proportionate and respectful
- Be conducted by a staff member of the same sex, with a witness present

Staff may inspect and, where necessary, delete data from devices if it is believed to cause harm or constitute an offence. Devices may be confiscated and passed to the police where required.

11. Sanctions

- Use of a personal electronic device is a privilege
- Any misuse may result in confiscation
- Confiscated devices will be stored securely and returned to a parent or carer
- Refusal to hand over a device will be treated as a disciplinary matter