



# Cottenham Primary School



## Mobile Phone Policy

|                                 |  |                    |  |     |            |                    |      |                         |     |                                 |                     |                |
|---------------------------------|--|--------------------|--|-----|------------|--------------------|------|-------------------------|-----|---------------------------------|---------------------|----------------|
| Dated:                          | Autumn 2024  |                    |  |     |            |                    |      |                         |     |                                 |                     |                |
| Reviewed by:                    | Personnel sub-committee  |                    |  |     |            |                    |      |                         |     |                                 |                     |                |
| Next Review date:               | Autumn 2025  |                    |  |     |            |                    |      |                         |     |                                 |                     |                |
| Equality Review Checklist       | <p>In reviewing this policy due consideration must be given to the impact that changes may have on issues of equality for the protected groups:</p> <table><tr><td>Age</td><td>Disability</td><td>Religion or belief</td></tr><tr><td>Race</td><td>Pregnancy and Maternity</td><td>Sex</td></tr><tr><td>Sexual orientation partnerships</td><td>Gender reassignment</td><td>Marriage/civil</td></tr></table> <p>If the equality of a protected group is likely to be compromised by changes to the policy then please complete an equality risk assessment, tick in the box and circle the characteristics affected:</p> <div></div> |                    |  | Age | Disability | Religion or belief | Race | Pregnancy and Maternity | Sex | Sexual orientation partnerships | Gender reassignment | Marriage/civil |
| Age                             | Disability   | Religion or belief |  |     |            |                    |      |                         |     |                                 |                     |                |
| Race                            | Pregnancy and Maternity  | Sex                |  |     |            |                    |      |                         |     |                                 |                     |                |
| Sexual orientation partnerships | Gender reassignment  | Marriage/civil     |  |     |            |                    |      |                         |     |                                 |                     |                |





## **Rationale**

Cottenham Primary School (CPS) is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, and are aware that casual or inappropriate use of mobile phones in the school could pose a serious risk to children and adults.

It is recognised that it is the enhanced functions of many mobile phones cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying. It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobile phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used; particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore restricted across the school site.

The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

The Policy applies to all staff, volunteers and visitors to the school.

*Please note: 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, either through the device itself or any applications stored on the device.*

## **Staff Personal Mobile Phones**

- Staff will 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 out of sight of children and should be on 'silent' mode so that they cannot be heard by children or other adults.
- Staff are permitted to make urgent phone calls during their break times – but this must be in an area where children are not present.
- In an emergency, staff needing to make a personal call during a lesson or whilst on duty, should first obtain permission from their line manager. They should ensure that appropriate cover has been put in place and then make the call in an area not used by children.
- Staff must give the school telephone number (01954 250227) to their next of kin in case it is necessary for the staff member to be contacted in an emergency during school working hours.
- A personal mobile phone may be taken on school trips and visits, in accordance with guidance (see 'The use of mobile phones on school trips' section below).
- Camera or video functions on personal mobile phones must not be used in the school by staff to take images of children under any circumstances.
- Staff should not be required to make work calls on their own phones – either mobile or landline. However, 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.
- Failure by staff to comply with the Mobile Phone Policy could result in disciplinary action.





## **Children**

- Children are not permitted to have mobile phones in school. However, should a child accidentally find themselves with a mobile phone on the school site, they will need to deposit the phone at the school Office at the start of the day, and then collect it before going home. Whilst the school will take every reasonable care look after the phone, including keeping it stored in a locked cupboard, it accepts no responsibility whatsoever for theft, loss, damage or health effects (potential or actual) relating to mobile phones.
- Any mobile phones discovered to have been brought into the school and not handed in to the Office will be confiscated immediately. Parents will be informed and asked to collect the phone from the school Office.
- Children are not permitted to carry mobile phones on any school trips or visits.

## **Parents and carers and visitors**

- The school will display a notice advising visitors and parents/carers that mobile phones are not to be used on the school site. This includes phone calls, texting, emails, social networking and photographing and making any type of recording, whether video or audio. If a visitor or parent/carer is seen using their mobile phone, they will be asked politely to turn it off and desist from using it.
- CPS recognise that many parents/carers use their mobile phone as a camera or video device to record their child at special performances in the school. On these occasions, all adults will need to abide by the conditions defined in *The CPS Use of Photographs and Images Policy*.

## **The use of mobile phones on school trips and visits**

- CPS recognise that the use of mobile phones on school trips can be beneficial in ensuring safety for all members of the school party. Members of staff and volunteers may carry their own mobile phones, providing they abide by the following conditions:
  - Personal phones should only be used to contact staff members or volunteers on the trip or at the school, or the emergency services. Where possible, these calls should be made away from pupils.
  - Personal phones should not be used for any purpose other than school business for the duration of a day trip. This means that personal calls or messages should not be made or accepted. On residential trips, this will apply while the member of staff or volunteer is on duty. Staff and volunteers should ensure that next of kin are provided with the school number, so that in an emergency, the school is contacted and will make contact with the relevant person through the trip leader.
  - If it becomes necessary for a member of staff or volunteer to make a personal call or send a message via their phone, 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 children.
  - Mobile phones must not be used under any circumstances to take photographs or videos of pupils. Volunteers are acting as staff members for the duration of the trip and must not, therefore, take any photographs or videos of the children with their own devices. They may, however, be asked to take photographs of their group using a school camera; and this must be handed back to the trip leader at the end of the trip.
  - The trip 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.

