

Mobile Phone Policy



Cavendish Primary School

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| Approved by: | Governing Body | Date: March 2018 |
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| Last reviewed on: | March 2018 |
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| Next review due by: | March 2021 |
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Cavendish Primary School Mobile Phone Policy

Rationale

Cavendish Primary School is committed to ensuring the safety of children in its care. We recognise the importance of mobile phones in school for communication purposes, but are aware that casual or inappropriate use of mobile phones in the school could pose a risk to children and adults. It is recognised that it is the enhanced functions of many mobile phones that 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 mobiles 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 limited, regardless of their capabilities. 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. This policy applies to all staff, volunteers and visitors.

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, either through the device itself or any applications stored on the device.

Staff Personal Mobile Phones

- Staff must not use their mobile phones during contact time. This protects staff from being distracted from their work and from allegations of inappropriate use. During contact time phones must be on silent and not accessible by children.
- If staff have a break time during their working hours, they may use their mobile phones during these times, but this must not be in an area where children are present.
- 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.
- 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 recipients number to ensure their own number is protected.
- Failure by staff to comply with the mobile phone policy guidelines could result in disciplinary action.

Children

- The school recognises that children who walk to and from school without an accompanying adult may carry a mobile phone for safety. In these cases, children may bring a mobile phone onto the school premises but must turn it off when they enter the school grounds and hand it to their class teacher at the start of the day. In UKS2 the children's mobile phones will be stored in a lockable,

metal container and any other phones from other year groups will be handed into the school office.

- Parents should be aware that whilst there are obvious benefits to pupils having a mobile phone in terms of personal safety there are also some associated risks such as potential for theft, bullying and inappropriate contact, including grooming by unsuitable persons.
- We would also like to alert parents/carers to the risks that using a mobile phone has while walking to and from school. Children who are concentrating on using their phone can have reduced general safety awareness. In addition, parents should make sure that adequate safeguards are in place around the use of their children's mobile internet access.
- Any mobile phones discovered to have been brought into the school and not handed in appropriately will be confiscated immediately. Parents will be asked to collect the mobile phone from the school office.
- Children are not allowed to carry mobile phones on any school trips including residential trips.
- If a member of the staff has any suspicion that a mobile phone brought into school by a pupil has unsuitable material stored on it, the pupil will be required to hand over the phone immediately to a member of staff and parents will be asked to collect it from a member of the SLT. In circumstances where there is a suspicion that the material on the mobile phone may provide evidence relating to a safeguarding concern the phone will be handed over to the school's DSL or SLT for further investigation and the parent/carer asked to collect it from them. We may involve other agencies, for example, Social care if appropriate.

Visitors and Parents/Carers

- The school will display a notice advising visitors and parents/carers that mobile phones are not to be used in areas where there are children. This includes all uses including phone calls, texting and photographing. If a visitor or parent/carer is seen using their mobile phone, they will be asked politely to turn it off/desist from using it/remove it from children's view.
- It is recognised that many parents/carers use their mobile phone as a camera/video device to record their child at special performances in school e.g. class assemblies, concerts, etc. On these occasions the use of a phone will be permitted for photographing/videoing only; a member of staff will always remind parents/carers before a performance that images should only be taken if they include their own child and that the use of these images is for their own personal use and must not be uploaded for any internet use including Facebook or any other social networking sites or used in any form of publication unless they are solely of their own child.
- The school recognises that children may inadvertently be included in photographs by another parent; the school, therefore, is obliged to warn parents of the legal and safeguarding risks of publishing such photographs on any platform. The placing of any photographs of children on social media is dangerous and parents may be in breach of the Data Protection Act if they upload photos of other children without the explicit consent of that child's parents.

The Use of Mobile Phones on School Trips

The school recognises that the use of mobile phones on school trips can be beneficial in ensuring safety for all members of the school party. 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.
- 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 texts should not be made or accepted.

- 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 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. cameras or ipads. Volunteers may be asked to take photographs of children using a school camera – this must be passed back to the party leader at the end of the trip.
- 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/her own mobile phone, then if they need to contact anyone during the trip they do so by predialling 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.