



Cumnor Primary School

STAFF and PUPIL MOBILE PHONE POLICY

Agreed by Governors:

October 2022

V Carr: (Chair of Gobs)

E Read : (Headteacher)

To be reviewed: Autumn 2025

Introduction

At Cumnor Primary School the welfare and well-being of our pupils is paramount. This policy on the use of mobile phones in school and whilst with children has been drawn up in the best interests of pupil safety and staff professionalism.

Use of mobile phones and other hand held mobile devices

Pupils:

- Pupils are not permitted to have mobile phones at school or on trips
- In the rare event of a parent wishing for his/her child to bring a mobile phone to school in order to contact the parent before or after school:
 - the parent must put their request in writing to the Headteacher
 - the phone must be handed in, switched off, to the school office first thing in the morning and collected from the office by the child at home time.
- Mobile phones brought to school without permission will be confiscated and must be collected by the parent.

Staff:

- Staff must have their phones on 'silent' or switched off during class time.
- Staff may not make or receive calls during teaching time. If there are extreme circumstances (e.g. acutely sick relative) the members of staff will have made the Headteacher aware of this and can have their phone available in case of having to receive an emergency call.
- There may be occasions where a mobile phone is needed for verification purposes in order to access sites such as the Google suite. On these occasions staff should endeavour to do do this before lessons.
- Use of phones must be limited to non-contact time when no children are present.
- Phones must be kept out of sight (eg. drawer, handbag, pocket) when staff are with children.
- Phones will never be used to take photographs of children or to store their personal data.
- A school mobile will be carried to sporting fixtures away from school or on an educational visit for contacting parents in the event of an emergency.

Parents & other visitors:

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds without prior permission from the Headteacher.

We very much appreciate our parents' support in implementing this policy in order to keep your children/ our pupils safe.