



Use of Mobile Phones Policy

The term 'phone' in this policy denotes mobile phones and all other portable digital devices including wearable technology such as smartwatches.

The School recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety.

Use of Personal Mobile Phones for Staff

The school recognises that personal mobile phones have the potential to be used inappropriately. Personal mobile phones should not generally be needed or used by staff, except as set out in the guidelines below.

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present. At break and lunch times, phones must only be used in the staffroom.

There may be a rare circumstance in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The SLT will decide on a case-by-basis whether to allow for special arrangements. This must be agreed with SLT in advance of the school day.

If special arrangements are not deemed necessary, school staff can use the school office number 01202 590703 as a point of emergency contact.

Staff should **never** give their mobile phone number to any pupils.

Staff should not give their mobile number to parents as this could be misconstrued. The school is aware that some staff members are also parents at the school.

Staff may use their mobile phones when responsible for children away from school, only to communicate arrangements to the school or colleagues or for emergency purposes.

Trips and Visits Offsite: The staff member in charge should take one of the school mobile phones when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.

No photographs, videos or images of children should be captured using a personal mobile phone in any setting.

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

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