



## **SWINEMOOR PRIMARY SCHOOL**

### **Mobile Phone Policy**

#### **Personal Mobile Devices**

- ☐ Staff are not permitted to make/receive calls/texts during contact time with children. Emergency contact should be made via the school office.
- ☐ Staff should have their phones on silent or switched off and out of sight (e.g. handbag, briefcase, drawer or cupboard) during class time.
- ☐ Mobile phones should not be used in a space where children are present (eg. classroom, playground).
- ☐ Use of phones (inc. receiving/sending texts and emails, even for work-related purposes such as Basecamp, email etc.) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- ☐ It is also advised that staff security protect access to functions of their phone.
- ☐ Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make a member of the SLT aware of this and can have their phone in case of having to receive an emergency call.
- ☐ Staff are not, at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- ☐ Legitimate recordings and photographs should be captured using school equipment such as cameras and i-pads.
- ☐ Staff should report any usage of mobile devices that causes them concern to a member of the SLT.

**All staff are provided with a burner phone, an iPad and *at least* one school computer/laptop to ensure the use of personal phones for work-related tasks is not required.**

#### **Mobile Phones provided to staff by the school**

Staff should ensure that:

- ☐ Mobile use on these occasions is appropriate and professional (and will never include taking photographs of children)
- ☐ Staff are encouraged to use the device in the event of an emergency whilst on or off the school premises
- ☐ Contact with parents is only permitted if permission has been first granted by a member of the SLT and any contact made should be during school hours .

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