



Crudgington Primary School Staff Mobile Phone Policy 2019

This policy should be read in conjunction with the social media policy.

Our school day - with clubs is: 8.00am - 6.00pm

Personal Mobiles - Staff Guidance

- 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 placed in the classroom cupboard where it is not accessible by children.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- Use of phones (including receiving/sending texts and emails) should be limited to non-contact time when no children are present e.g. in office areas, staff room, empty classrooms.
- It is advised that staff password protect access to their phone.
- Staff are not at any time permitted to use recording functions on their mobile phones, for example: to take photos/recordings of children or sharing images. Staff should also refrain from having their photo taken by children
- Legitimate recordings and photographs should be captured using school equipment such as cameras and ipads.
- Staff should never contact pupils or parents from their personal mobile phone or give their mobile phone number to pupils or parents. If a member of staff needs to make telephone contact with a parent, they should use the school telephone in the office.
- Staff should report any usage of mobile devices that causes them concern to the Headteacher. (If the headteacher is not available, then a member of the SLT)

EYFS Specific Guidance

- In line with the school safeguarding policy, camera phones are not permitted in Class One. All staff working in class one are required to leave their phone securely in the school office. The phones will be accessible during scheduled breaks and at the end of the day.

Smart Watches

- Smart watches are inextricably linked with mobile phones and are capable of sending/receiving text messages and making calls. For this reason, we ask that you have these devices set to silent/do not disturb or aeroplane mode during in contact time.

Working as a team

- It is important that we work together as a team to ensure appropriate use of mobiles and that safeguarding is maintained to the very highest of standards. If you observe any mobile technology use that is in breach of this policy, it is expected that you report it to a member of the SLT as part of your safeguarding responsibilities.

I have carefully read the above policy and agree to work within the guidance. I understand my responsibility for safeguarding