

KING INA



CHURCH OF ENGLAND ACADEMY

## Mobile Phone Guidance

The following rules apply to the use of personal mobile phones:

- The school accepts that employees and visitors will bring mobile phones to work/school.
- As a general rule, employees and visitors are not permitted to make/receive calls/texts during work time (except breaktimes but not if on duty).
- Staff and visitors should ensure that mobile phones are turned off or kept on silent at all times when on the school premises. They should be kept in a locker or bag and not left on display.
- In the event that an employee has a particular reason for a specified period of time, they may request via a member of the SLT that they leave their phone on during working hours. Any emergency calls must be taken in an area where children are not present.
- Mobile phones should not be used in a space where children are present (eg classroom, corridors, playground).
- Staff and visitors are not at any time permitted to use recording equipment on their mobile phones, for example to take photographs or videos of children.
- Any individual bringing a phone onto the school site must ensure that it contains no inappropriate or illegal content.
- Any concerns should be reported to the Headteacher.