



MOBILE PHONE POLICY

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

- Children are **not** permitted to bring mobile phones to school.
- The school accepts that employees and visitors will bring their mobile phones to work.
- As a general rule, employees are not permitted to make/receive calls/texts during work time. (excluding break times – but not if on duty).
- Staff and visitors should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be kept in a locker or bag and not be left on display.
- In the event that an employee has a particular reason for a specified period of time, they may request via the Headteacher that they leave their phone on during working hours.
- 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.
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground)
- 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.