

Use of Mobile Phones Policy

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CLIC Trust recognise that staff may need to have access to mobile phones on site during the working day. However, there have been several queries raised nationally regarding the use of mobile phones and other devices in educational settings.

The concerns are mainly based around these issues:

- staff being distracted from their work with children
- the use of mobile phones around children
- the inappropriate use of mobile phones.

Ensuring the Safe and Appropriate Use of Mobile Phones

CLIC Trust allow staff to bring in mobile phones for their own personal use. However, they must be kept out of classrooms and other teaching spaces, toilets, changing rooms or in the play areas while children are on site.

If staff fail to follow this guidance, disciplinary action will be taken. If staff need to make an emergency call, they must do so in a staff room or office. Staff must ensure that there is no inappropriate or illegal content on the device.

Mobile phone technology may not be used to take photographs anywhere within the school grounds. There are digital cameras and other devices available within school and only these should be used to record visual information.

Members of staff may only contact a parent or carer on school approved mobile phones. When children undertake a school trip or journey, mobile phone use by adult leaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones.

Pupils should not use mobile phones within the school grounds and should not bring in mobile phones (or any other form of recording device) to school, except in exceptional circumstances. In such circumstances, the child's phone must be kept in the school office until they go home. Mobile phones are not permitted on school trips.

"Our setting is committed to safeguarding and promoting the welfare of children, young people and adults at all times and expects everybody working within this setting to share this commitment"