



## **Acceptable Use of 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 will bring their mobile phones to work.
- Staff are not permitted to make/receive calls/texts during work time (excluding break times). In the event of an emergency, the school office should be rung and a member of office staff will inform you.
- Staff should ensure that mobile phones are turned off or on silent at all times while on school premises. They should be securely kept in a locker or bag and not be left on display.
- Staff 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 (eg. Classroom, playground).

Date: September 2017

Next Review: September 2018 (as part of the Child Protection and Safeguarding Policy)