



Mobile Phones

(staff use)

Bardwell School accepts that employees will bring their mobile phones to work. The Governing Body has, therefore, adopted the following policy.

- 1) As a general rule, employees are not permitted to make/receive calls/texts during work time. (excluding break/lunch times).
- 2) Staff should ensure that mobile phones are turned off or on silent at all times while on school premises.
- 3) School staff are permitted to use their personal mobile phone as primary/emergency contact when supporting learning offsite. When doing so, this must be clearly indicating in the signing out book in the our school reception.

In line with point 5, staff are not permitted to use their mobile to take photos or videos, even if this is to support assessment evidence.

- 4) In the event that an employee has a particular reason for a specified period of time, they may request via their class teacher, the headteacher or deputy headteacher that they leave their phone on during working hours.
- 5) Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take photographs or videos of children (see NLS Child Protection Guidelines for Staff for further advice).
- 6) Staff must not provide their personal phone number to pupils who attend the school or their parents/carers for school related communication. Where staff have other relationships with families (i.e. respite care arrangements), they must ensure that they then do not become an informal communication channel for school related communication.

Reviewed by: *P. Jones*

Date: 2 September 2016