



SOMERVILLE FEDERATION

Mobile Phone Policy

Headteacher.....

Date.....

Chair of Governors.....

Date..... Review Date.....

Mobile Phone Policy

Aim

To ensure that adults who work with children are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions.

Procedures

- All staff understand personal mobile phones should be switched to silent and kept in a locker off the Reception Area or in the F1 cupboard. At no time is a mobile phone to be taken into any area in which staff are working with children (this covers both indoors and outdoors and when on outings except in an emergency).
- Parents and visitors to the Nursery School will be asked to adhere to the Nursery School's Mobile Phone Policy for the safety of the children.
- Staff should not go to their locker/secure place to receive a call or text message when on duty.
- Staff can during breaks within designated areas, (outside front entrance), use their mobile phones for personal use.
- If staff are expecting urgent calls e.g. from their doctor, they can leave their phone in the office and if the call comes through they will be contacted to arrange cover to take the call.
- Staff are to be aware that during their working time the office phone may be used if there is an identified personal emergency with permission of the Head Teacher/Assistant Head Teacher. Emergency contact for a member of staff can be made to the school and any messages will be relayed immediately to the staff. All staff (including students, volunteers and agency staff) are to be made aware of this on induction to the school.

Disciplinary action could result if these procedures are breached.