

## **ALVERTON PRIMARY SCHOOL and WOODLAND NURSERY MOBILE PHONE POLICY**

Alverton Primary School and Woodland Nursery accepts that employees will bring their mobile phones to work but, in order to fully ensure the protection of the children in their care, understand that certain rules need to be followed.

### **Procedures**

This policy applies to staff, volunteers and visitors. There is a separate Pupil Mobile Phone Policy.

Personal calls should be avoided during working hours. Where it is necessary for staff to make a personal call, they should (with the agreement of the Head / Deputy Head / Nursery Manager) remove themselves from the classroom / workspace etc (school) or setting (Nursery) to make the call or make the call in the office or staff room.

In exceptional circumstances, a member of staff may keep their phone on their person (not in the EYFS) with the permission of the Headteacher or Deputy Head.

### **From the Alverton School Online Safety Policy:**

All staff are governed by their contract of employment and the school's Acceptable Use Policy, which covers the use of mobile phones / personal equipment for taking pictures of pupils, and where these are stored. At Alverton School, no member of staff will ever use their personal phone to capture photos or videos of pupils. Photos are stored on the school network in line with the retention schedule of the school Data Protection Policy.

### **Personal Devices including wearable technology and bring your own devices (BYOD)**

- **All staff who work directly with children** should leave their mobile phones on silent and only use them in private staff areas during school hours. Child/staff data should never be downloaded onto a private phone.
- If a staff member is expecting an important personal call when teaching or otherwise on duty, they may leave their phone in the office to answer on their behalf or ask for the message to be left with the school office.
- For school trips/events away from school, [staff] may use their personal phone in an emergency and will ensure that the number is hidden to avoid a parent or student accessing a teacher's private phone number
- **Volunteers, contractors, governors** should leave their phones in their pockets and turned off (*in the Nursery, these must be left in the office or outside the premises*). Under no circumstances should they be used in the presence of children or to take photographs or videos. If this is required (e.g. for contractors to take photos of equipment or buildings), permission of the headteacher should be sought (the headteacher may choose to delegate this) and this should be done in the presence of a member of staff.
- **Parents** know that they should not take any photos on the school site. When at school events, please refer to the Digital Images and Video section of the Online Safety Policy.

Lunchtime Supervisors will be authorised to carry a mobile phone which can only be used for emergency purposes eg calling an ambulance. This deviation from our normal procedures follows advice given during First Aid training and relates specifically to the circumstances of our school in particular the distance from the furthest areas of the school field to the nearest telephone. This also applies as needed to staff who are leading activities on the field at other times.

Please refer to Alverton School's Online Safety Policy and Acceptable Use Policy for full details. These are read and signed as part of the induction process.

### **The Woodland Nursery and Reception**

All staff mobile phones are to be kept in their locker for the duration of the session and must not be carried about their person during working hours.

### **All visitors and volunteers to the EYFS will be requested to leave their phone in the office.**

These phones will be kept in a locked drawer and a register kept of phones handed in (and returned).

All parents/carers will be asked to switch off their phone before entering the setting and a "No Mobile Phone" notice will be clearly displayed at all times.

If any of the above points are not followed, the member of staff involved could face disciplinary action which in turn could lead to dismissal from their role.

The police will be informed immediately if inappropriate use of a mobile phone is suspected.

Reviewed November 2024  
Next Review November 2026