



Hazel Slade Primary

Head of School: Mrs Sarah Camacho



Mobile Phone Policy and Procedures

To protect children from harm by ensuring the appropriate management and use of mobile phones by everyone who comes into contact with the setting.

Procedures

- To minimise any risks, all personal mobiles must not be used where children are present. This applies to shared use of rooms where non setting staff may be present at the start of the session, for example an out of school club using a classroom with teaching staff present.
- Procedures must be put into place that will ensure safe and secure storage of practitioners' personal belongings including mobile phones. It is recommended that personal mobile phones are security marked, password protected and insured. Staff lockers are provided for safe storage of mobile phones.

Visitors, including other professionals, contractors and parents/carers must be made aware by signs and verbal reinforcement that they are not to use their mobile phone where children are present.

- Under no circumstances are images, videos or audio recordings to be made without prior explicit written consent by the designated safeguarding person.
- Personal mobiles may be used in designated areas at break times.
- Staff are advised to provide their work place contact number to their family members, own children's schools/settings for use in the event of an emergency.
- The setting will not be held responsible for any loss or damage of personal mobile phones.

- If staff access the school Office 365 account via their mobile then the phone must have security to prevent access to school information by a third party eg password or thumb print protection.
- Staff should inform school if their mobile is stolen or sold on and ensure that school data, including the contact details of fellow staff members, is not shared with unauthorized persons.

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~~Update 15/2/2018. These procedures replace all previous versions.~~

Reviewed 23/01/2019