



***'For Every Child to REACH their potential
and live life in all its fullness.'***

Name of Policy: Staff Mobile Phone Usage in School Code of Conduct

Policy Written: September 2019

Policy Renewed:

September 2020	Re-Structure of Order of Code of Conduct Statements
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Date for Next Review: September 2021

Intent

It is the intent of the school to ensure that its staff store and use their mobile phones safely when in school to ensure both their safety and the safety of the children at all times.

Implementation:

The school accepts that employees will bring their mobile phones to work and, at times, may need to check their phone before the end of the school day for important personal reasons.

To protect both the children and staff therefore, the school has agreed to the following code of conduct with regard to the usage of mobile phones during school time (The code of conduct for the use of mobile phones for visitors is set out in the school's Visitors Policy and Appendix Documents).

All staff are required to sign and agree these rules at the beginning of each year.

I, as a member of staff at Hindsford CE Primary School, agree to read and adhere to the following code of conduct with regard to the use of my mobile phone when I am in school:

- When I arrive to school in the morning, I will switch my phone off/put it on silent and place it in my locker, school office mobile phone tin or in a secure place in my office if I am the Headteacher, Deputy Headteacher or Pastoral Leader.
- I will not answer or check my phone unless I am on a break or having lunch and I will only do this in a space where children are not present (i.e. In the staffroom, private room or off-site).
- I will not bring my mobile phone to any staff briefings or staff meetings unless it is being used as part of the training.
- I will not use my mobile phone to record any conversations that take place in school or to take any photographs of children.
- If for any reason, it is essential for me to pick up a message or take a call whilst I am with the children, I will leave my phone in the school office and if it rings or receives a message notification, the School Business Manager will inform me and I will be allowed to leave the classroom to take this call or respond to the message. This will be at the discretion of either the Headteacher or Deputy Headteacher.
- I accept that if I am found using a mobile phone without permission I may be subject to disciplinary action by the Headteacher / Governing Body.

Member of Staff Signed: _____

Date: _____