



Policy for the use of Mobile Phones by Staff in the Pre-Prep (EYFS)

A copy of this policy is published in the following areas:

The school's intranet

Link in staff handbook

Staff shared area

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Created by: EYFS Coordinator

In the Pre-Prep we believe that keeping children safe is of paramount importance. This policy outlines when staff may and may not make use of mobile phones during the school day and on the school site.

A. Staff and Students

- During teaching time, while on playground duty and during meetings or during any contact with pupils, **mobile phones must be switched off or put on silent mode and kept in a secure place away from children (e.g. a locked cupboard or the staffroom).**
- Only in exceptional or emergency circumstances and only following prior discussion with the EYFS Coordinator or member of SMT, may staff use their own mobile phones during these times. Any use of personal devices must be undertaken in the staffroom, away from children.
- Staff may use mobile phones when accompanying pupils on trips but only in connection with the trip arrangements (i.e. contacting school, parents, where necessary or indeed the emergency services). The school will provide a school mobile phone for this purpose, but staff may use their own phones solely for this purpose by agreement with the EYFS Coordinator and if they have supplied their contact number to the office.
- In accordance with The Acceptable Use of Images Policy, staff must **not** use personal devices for photography in school.
- All staff, volunteers, students and visitors will be made aware of this policy on arrival.
- The inappropriate use of a mobile phone by a staff member (i.e. to make personal calls or texting) during contact with pupils will be considered as misconduct and could lead to disciplinary proceedings.

- Staff may not use their phones to make calls or to text whilst supervising children during wrap around care.

B. Pupils

- Pupils in the Pre-Prep (or indeed within the whole Prep School) are not allowed to have or use mobile phones at any point during the school day.
- Parents are reminded that in cases of emergency the school office remains a vital and appropriate point of contact. Any child found with a phone in their possession will be asked to hand it in to the Head of Prep.

C. Contractors

- Contractors who need to use their phones on the Pre-Prep site will be advised where they may do so. They must not use their devices for photography of pupils.

D. Parents/ Carers

- Parents or carers may not use mobile devices inside the Pre-Prep building without the permission of the Head of Prep or the EYFS Coordinator. Filming or recording children in the playground or on the school grounds is not permitted without the authorisation of the Head of Prep.