



# **BROADMEADOW INFANT AND NURSERY SCHOOL**

## **MOBILE PHONE POLICY STAFF**

**Staff members (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that the device:**

1. Is used only in the staff room, outside of the school gate, or in the office spaces when no pupils are present
2. Only used during break times and at either end of the school day
3. When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, each other or with the emergency services. In this context phones will not be used to make or receive personal calls

The above information will be shared with new staff members as part of the induction process.

### **Visitors (including parents, professionals, contractors)**

1. Visitors may bring mobile phones on to the school site but are asked to switch them off and place them out of site until they leave exiting the school gates/reception. This is done as part of the meet and greet process in a way that makes clear our safeguarding priorities
2. Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave

### **Visitors (including parents, professionals, contractors) continued:**

A brief jargon free policy summary is available for staff to share with visitors on the Summary of Child Protection Information for Visitors and Volunteers Poster shown to visitors on arrival and displayed around school. This ensures the message is consistent and unequivocal (see below)

- **Switch off** your mobile phone/device and store it in your bag.
- In the event you do need to use your mobile phone or camera enabled device, please do so in an area that is **not** accessed by the children, for example in one of the offices or in the staff room.
- Do **not** take pictures, videos or sound recordings of any pupils.

It is the responsibility of **all** staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly and politely with the person who is contravening expectations or by reporting the incident to a senior leader as soon as possible after the event.

In the event that you have concern or are contacted by external party regarding safeguarding emergency, the DSL Mrs P. Harris should be contacted immediately a concern is raised/reported. Details surrounding the incident will be investigated and action taken accordingly. If a staff member is found to have contravened the policy, it will be dealt with as a disciplinary matter.

### **Pupil mobile use is prohibited on the school site.**

Please read and sign the Mobile Phone Policy. By signing the acceptance, you are agreeing that you have fully understood the mobile phone policy.

I hereby confirm that I have read and fully understand the terms and conditions document attached and will strictly follow the Mobile Phone Policy.

Signature

Date