

Use of Mobile Phones Policy

The term 'phone' in this policy denotes mobiles phones, iPods, iPads, MP3, MP4 players and any similar portable electronic devices.

The School recognises that mobile phones, cameras and digital devices are now an integral part of our culture and can be of considerable value, particularly in relation to personal safety.

Use of Personal Mobile Phones for Staff

The school recognises that personal mobile phones have the potential to be used inappropriately. Mobile phones should never be used to take photographs or video of children

Personal mobile phones should not be needed or used by staff, except as set out in the guidelines below.

- Mobile phones should not be used during lesson times either to make or receive calls, unless there is an emergency.
- It is good practice in the Early Years and Foundation Stage for staff to keep their mobile phones in a secure place away from the children. These are to be kept locked in the store cupboard in the Staff Room.
- Should staff need to use their phone in an emergency, this must be reported to the Foreign Head and recorded on the 'Record of the Use of Personal Mobile Phones in Kindergarten' log. This is only for calls taken in class or other teaching environments, staff are free to check their phones in the staff room, or work room during breaks.
- If a child in EYFS is ever recommended to have a mobile phone to enable ease of contact of parents for medical reasons (eg. diabetes), then this phone must remain switched off in the child's medical bag, until such times as it is needed. The school recognises that it may be unsafe to keep this phone locked away and therefore a risk assessment for this phone must be written and approved by the Head of School. Any phone calls on this phone will be recorded on the child's medical notes and not on the 'Record of the use of a personal mobile phones in Kindergarten' log.
- Staff should never give their mobile phone number to any children. This also includes past pupils under the age of 18 years.
- Staff should exercise caution when giving their mobile number to parents as this could be misconstrued. The school is aware that some staff members are also parents at the school.
- Trips and Visits Offsite: The staff member in charge should take one of the school mobile phones when off site. This phone should be used when communicating with parents. Other staff members on the trip or offsite should carry their mobile phones so they can communicate with colleagues when necessary or in an emergency.
- No photographs, videos or images of children should be captured using a personal mobile phone in any setting.

Use of Mobile Phones

The school has a number of mobile phones for use by staff. The following table shows where those phones are kept.

Department

HR/Admissions – Winnie Yue

Use of Mobile phones by pupils

Children **may not** bring phones to school.

The Designated Safeguarding Lead and Behaviour Lead is Mrs Alice Wu.

The Deputy Designated Safeguarding Lead and Behaviour Lead is Mr Sandy Lennox.