

# Castle Primary School - TLP

## Mobile Phone Policy

REVIEW DATE: January 2027

*This policy applies to all staff and children from EYFS to Year 6*

## **Mobile Phone Code of Practice 2017**

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### **Mobile Phone Policy and Procedures**

#### **Aim**

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 in any circumstance.

Staff mobile phones will be kept out of view, safe and secure in lockers, handbags and/or cupboards. It is advisable to password protect mobile phones and have them insured.

Visitors, including other professionals, contractors and parents/carers are 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.

Mobile phones should be turned off or placed on silent mode during lesson times for classroom based staff. Staff are permitted to use their mobile phones during the day in designated areas – staff room, office, car park, outside the school building.

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.

Staff in breach of this policy may be subject to disciplinary action following the TLA Disciplinary Policy

