

**Our Lady of the Wayside Catholic primary School
Staff & Visitors Mobile Phone Policy**

Mobile phones: All mobile phones are to be switched off and placed in bags. If storage is an issue they can be left and collected from the school office.

Mobile phones:

Mobile phones **will** be switched off or turned to silent during lesson times and ideally the whole school day.

Mobile phones **must** be stored securely.

Use of phones during the school day is discouraged however, should the need arise this must be done in an open manner in the school office or staffroom.

Use of mobile phones outside of these guidelines **will be challenged**.

Personal information such as contact details should never be shared with a child or young person, nor should you request or respond to, any personal information, other than that which might be appropriate as part of your professional role. All communications must be transparent and **open to scrutiny**.

It is your responsibility to ensure that family etc. who may need to contact you through the school day do so through the school office. It is good practice to state on your voice mail that you are unavailable for calls during the working day but can be contacted through the school office.

Visitor's Mobile phones:

All phones are to be switched off when entering the premises and stored securely.

If storage is an issue they can be left and collected from the school office.

Visitors should not use their mobile phone on the school premises unless in an emergency or with specific permission from a senior member of staff – the use of the phone must be done in an open manner in the school office or Senior leadership room.

Use of mobile phones during re-opening of school (Covid).

During the reopening of school it has been agreed that staff members can use personal mobile phones to contact the school office. This is to stop unnecessary transition around the school premises. Phone calls will be made to the school mobile which will be kept in the school office. The school mobile may also be used to contact members of staff in their classrooms. **No other calls are to be made from staff mobiles.**