

# Manor Hall Academy



## MOBILE PHONE POLICY

## CICELY HAUGHTON SCHOOL

*Building Relationships*

*Celebrating Success*

*Promoting Change*

## Amendments

# CICELY HAUGHTON SCHOOL

## MOBILE PHONE POLICY

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Cicely Haughton has a clear policy for the use of mobile phones in school. The main purpose of this policy is to offer protection for children and staff. We are aware that most staff have a mobile phone, but it is school policy that staff should only use their phones during designated break times and in designated areas.

### During School time:

Staff should currently keep their phones in the designated area within their own department. Phones should be on silent or turned off at all times when you are not in an agreed area of use.

### **Designated areas for use:**

All staff - Main Staff room or main office, or in a staff area within classrooms and offices. Phones should be switched off or on silent during working hours. In specific situations, staff may request to have their phone with them (on silent). This needs to be arranged/**discussed with SLT with strict guidance on how and where this will be facilitated**

### During Residential Time:

Staff should keep their phones in the duty room. This area is remained locked and is not open for children to use. Phones should be turned off or on silent at all times unless you are on a break and are in a designated area of use.

Under no circumstances should staff have their phones out, switched on or being used in the classroom, huserooms or areas used by children. (This excludes SLT who will need to utilise their mobile phone for communication and supporting staff trips and contacting other professionals). Use of camera/video functions, is limited to use directly alongside use of the Class Dojo app where the images are uploaded directly to the platform and do not save the images onto your personal device. Any other use of camera/video functions are strictly prohibited within the school at all times.

Staff are reminded that they may be contacted in an emergency via the school office or the residential phone in the evenings.

### Visitors

On arrival in reception all visitors and volunteers will be asked to turn off their phones or place on silent when on the school premises.

*The school has achieved dyslexia friendly full status and as such will give due regard to dyslexia friendly strategies and objectives.*