

# Waddington and West Bradford CE Primary School

## Mobile Phone Policy



January 2025

## **MOBILE PHONE POLICY**

- Mobile phones must be switched off and they must not be used to make or take personal calls/texts during the school working day, apart from at breaktime.
- Staff should not leave the classroom during lessons to use their mobile phones.
- Mobile phones may be used during breaks but not in the same area as children or other staff or parents.
- Mobile phones must not be used in the playground
- Staff should ensure their mobile phones are turned off or “on silent” at all times while on school premises.
- Mobile phones should be kept in a safe place and not left on display or on people’s desks.
- Mobile phones may be used as an essential part of the emergency plan or risk assessment as agreed by EVC and SLT and by authorised members of staff only. This includes:-
  - off site educational visits
  - off site professional development communication
  - as a backup system should problems be experienced with the landline or where contact needs to be made outside of work hours

**This policy fully compliments all our Safeguarding and Health and Safety policies.**

**All staff will be expected to adhere to this policy**