



MOBILE PHONE POLICY

**Reviewed annually by Senior Management
Last reviewed August 2024**

Signed _____

A handwritten signature in dark blue ink, appearing to be 'J O'Connor', is written over a horizontal line.

Jason O'Connor (Managing Director)

Staff Policy - Personal Mobiles

- **Staff will ONLY be permitted to use a mobile/tablet to register children at the beginning of the session ensuring attendance records are correct.**
- Staff are not permitted to make/receive calls during contact time with children unless the situation is deemed an emergency.
- Following completion of a register, staff should have their phones on silent/vibrate and out of sight.
- Mobile phones before and after the session should not be used in a space where children are present (eg. classroom, playground).
- Should there be exceptional circumstances (e.g. acutely sick relative), then staff should make Head Office aware so the school/s can be informed.
- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using The Elms equipment with permission from the school and parents prior.
- If a parent/guardian is more than 10 minutes late collecting a child, an employee may use their mobile phone to call for an update.
If this is a club organised by the school the phone call should be made by the school office or school member of staff.
- Although children will receive their assessment score verbally at the end of the session this score will be recorded using a tablet or mobile away from school premises.
- School staff should report any usage of mobile devices that causes them concern to the Headteacher and to The Elms Sport In Schools.

Concerns

- Should there be any concerns about an employee of Sport In Schools using their mobile phone please contact Head Office on 020 8954 8787.
- Concerns will be taken seriously, logged and investigated appropriately.
- **ALL** staff sign and date a copy of the mobile phone policy.