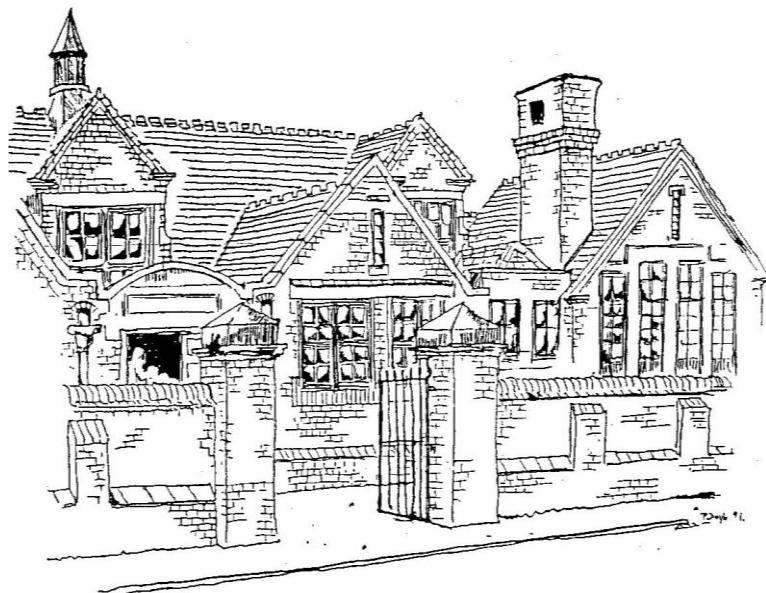


Netherfield Primary School and Pre-School

Use of Mobile Phones



October 2016

Rules

- The following people:
 - Members of staff;
 - college students;
 - work-experience students;
 - volunteers;
 - Visitors, such as those from outside agencies, who may be working with children;may not use personal mobile phones, cameras or video recorders in school or on the school grounds except in the staff room and then when no children are present. This does not apply to maintenance contractors working under the supervision of the site manager.
- Members of staff are each provided with a locker in the staffroom where they are to store their own phones.
- Kitchen staff must store their phones in personal lockers in the kitchen and not use them in the presence of children.
- Regular volunteers must hand in their phones to the school reception.
- Staff should issue the office number, 0115 961 0580, for emergency contact.
- Children who bring phones must hand these in to their teacher for secure storage at the start of the day. They will not be returned until home time.
- Mobile phones are brought to school entirely at the owner's risk. The school accepts no responsibility for replacing lost, stolen or damaged mobile phones.
- Phones may not be used in for 'Golden Time' activities by children.
- Staff and volunteers may take phones of trips but may use them for emergency use only.
- Volunteers on trips should be briefed in advance of the above rule.
- Parents should not place images of other families' children (taken at school during special events) on social media sites. They should be briefed of this at the start of each event.

Adopted by governors October 2016

Review date: October 2019