



Mobile Phone Policy for Volunteers

Introduction and Aims

At St. Joseph's Primary School the welfare and well-being of our pupils is extremely important to us.

Aims

- Ensure safe practice at all times
- Balance protection against misuse and use as an effective communication tool
- Protect and safeguard children and themselves at all times
- Ensure an understanding of what misuse is.

This policy applies to all individuals who have access to personal mobile devices whilst onsite or supporting an offsite educational visit. This includes parents, carers and volunteers. This list is not exhaustive.

Personal Mobiles -

- Making or receiving calls/ texts during contact time with children is not allowed. Any emergency contact should be made via a member of staff.
- Phones must be on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket).
- Mobile phones should not be used in a space where children are present (e.g. classroom, playground).
- If a volunteer needs to have their phone with them due to exceptional circumstance (e.g. acutely sick relative), they must inform the teacher in charge who should make the Headteacher aware of this. In this instance the phone must be switched to vibrate, it must not be answered in front of children. The adult must go to an area where there are not children present to return the call ensuring the children they are with are safely supervised.
- Photographs, videos or any type of recording must not be taken of any children including relatives.
- Social media must not be used at any point to reference location, activity or involvement of the adult with school.

I _____ understand the statements above and agree to follow them.

Signed _____

Date _____