



Mobile Phone Policy

Introduction

At North Road Academy/Nursery we aim to provide a safe and secure environment for our staff and children. The serious and highly publicised incident of a staff member using their mobile phone to take incident photographs (at another setting) has highlighted the need for this policy.

The following rules apply to ALL staff:

- Staff may NOT use their mobile phone to take photographs of the children under any circumstances
- Staff must leave their phone either in their car or lock it away in the office during work hours
- No mobile phone should be on staff persons during work hours.
- It is only in an **extreme** emergency (such as a fault with the phone line and a 999 call needed) where a mobile phone may be used on site. During lunchtime staffs may use their phones outside of the school/ nursery and away from any children such as in the car.

The aims of this policy are to ensure total safeguarding of the children within our setting but also to prevent any allegations toward a staff member. Should you see any staff member not adhering to this policy then please notify Gulshan Liaqat immediately.

It is part of North Road Academy / Nursery's terms and conditions that this policy is adhered too and failure to do so will lead to appropriate action being taken.

The above also applies to visitors to the setting who must lock their mobile phones away in the office before entering the children's areas. In addition to this when the school invites parents and carers to special events we ask that parents DO NOT record or photograph the children as the school does not have consent for all children to be photographed. Moreover there may be cases where children's identity must be concealed for safeguarding reasons, therefore in order to keep them safe we ask that all parents follow this policy.

Signed *Naeem Bashir*

Naeem Bashir
Head Teacher