

Mobile Phone Policy

At TRACKS autism the welfare and well-being of all our pupils is paramount. This policy on the use of mobile phones in school has been drawn up in the best interests of pupil safety and staff professionalism.

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used, in turn eliminating the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phone cameras around children.

The policy is to safeguard both children and adults as any adult found with a mobile phone other than the setting phone is vulnerable to accusations

This policy applies equally to mobile phones, smart watches and other devices and links to the eSafety and Data Security policies. (All communication devices herein after as mobile phones.)

Staff:

- Personal mobile phones must be left in lockers, their bag or in the office at all times. Staff must not make personal calls/texts during session times unless on an authorised break, away from the children.
- Anyone expecting an emergency call should inform the manager/give the pre-school number as a contact, and the manager will ensure that the call can be taken away from the children.
- If staff have a personal emergency, they are free to use the office phone or make a personal call away from the classroom with the Principal's permission.

Staff need to ensure that the Centre Manager has up to date contact information and that staff make their families, children's schools etc aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

- All parent helpers/students/volunteers will be requested to place their bag containing their phone in the office or other appropriate location. Mobile phone calls may only be taken at breaks or in their own time away from the classroom.
- Mobile phones must not be used under any circumstances to take photos in the setting/of the children, and any member of staff discovered doing this will be the subject of disciplinary proceedings immediately.
- Personal digital cameras must not be used in the setting to take photos of children, and any member of staff discovered doing this will be the subject of disciplinary proceedings immediately.
- The setting's ipads may be used to take photos of children (with the parents prior consent, recorded in their personal file). These images may only be stored on the pre-school computer, ipads and used for the purpose of displays, symbols and children's own Tapestry. The manager will take responsibility for the correct use and storage of these images and give permission for their printing and use.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Principal or Centre Manager.
- Staff must not accept parents of children within the setting as 'friends' on Facebook or any other social networking site. Parents will be informed at their child's induction that this is a policy of the setting.

- Where a member of staff uses a social networking site of any kind they must not discuss the setting, their colleagues, management, children or families, ensuring that they respect confidentiality at all times, and that they do not say/discuss anything which could bring the pre-school, its management, their colleagues, children or families into disrepute, or damage the reputation of the setting in any way. They should also be aware that personal photographs/posts/comments, which portray the member of staff in a way that may compromise their position within the pre-school should not be posted, and that their privacy settings are maintained so that parents/the wider community, cannot access any such photos/posts/comments. Any member of staff discovered not adhering to this will be the subject of disciplinary proceedings immediately which may lead to dismissal from their position.
- TRACKS is not responsible for the loss, damage or theft of any personal mobile device.
- The sending of inappropriate text messages between any member of the TRACKS community is not allowed.
- Users bringing personal devices into TRACKS must ensure there is no inappropriate or illegal content on the device.

Parents & Carers:

- In the event of an unplanned closure (i.e. snow closure or a heating failure) TRACKS will send each family a text message informing them of the change of circumstances. It is therefore imperative that parents supply school with at least one up-to-date mobile number.

Parents & other visitors:

- We request that parents do not use mobile phones in the school building or grounds.
- Mobile phones must never be used to take photographs in the school building or grounds.

We very much appreciate our parents' support in implementing this policy in order to keep your children safe.