

Using mobiles phones, handheld devices or social media

Last Review: Spring 2025

Next Review: Spring 2026

East-the-Water Primary has produced guidance for all visitors*, support, teaching and office staff who use social media, receiving and making texts or calls ensuring all pupils, staff and visitors feel safe when working temporary or over time at this school.

Ensure that your mobile phone is switched off during the hours that you are contracted or plan to volunteer to work directly with children.

Ensure that your mobile phone is placed in the security of a bag, locker or cupboard at times contracted to work or plan to volunteer working with children. Mobile phones should not be used during teaching times or in a teaching area, areas available to unsupervised movement of pupils during school day. These areas will be available for mobile use at non- teaching times.

Please ensure all school electronic equipment, class designated or centrally stored, are stored in the class teacher's cupboard when not in use. This includes playtimes and lunchtimes. Please report any missing or damaged equipment ASAP to Headteacher or Deputy. If no report is received, class equipment will expected to be present and in working order at the end of each school year.

Ensure that children store their mobile phones in the office and are not used, stored in the classroom or playground at any time.

Any observation made of a staff member inappropriately using a mobile phone during their working day will be taken seriously resulting in a written warning and referral made immediately to the Governing Body e.g. sharing images, using camera, using social media.

All pupil /staff information and data is confidential during and exceeding the working day. Please remember that information is given to you as a professional therefore cannot be shared with other parents, non-professionals or non-East-the-Water Primary employees at any time.

Feel free to use social media, make/ receive calls or texts during your allocated tea breaks, lunchtimes or before/after the school day in an area excluded from pupils e.g. office, outside premises, staffroom. Please avoid reading texts or making calls in corridors, hall, and classrooms or in areas which children can freely move between unsupervised. Please avoid commenting or liking/disliking on social media on parent led pages where there are referrals to the school's business.

Staff should feel confident to report comments that are detrimental to staff, families or the school on social media sites. These concerns will be treated seriously and confidentially by Senior Leaders including Governors.

*visitors are considered to be any person who is not employed by the school including parents, volunteers, students and other services.