



Mobile Phone Policy for Staff

Policy Created	September 2025
Policy Review date	August 2027

This policy has been adopted by the Creative British School Principal and board of Governors

Signed Principal: Ms Julia Flavin



Date:01-09-25



PURPOSE

This policy aims to provide clear guidelines on the responsible use of mobile phones by staff within the school premises. The intention is to minimize disruptions to teaching and learning, ensure student safety, and maintain professional standards.

POLICY STATEMENT

The school is committed to providing a safe, focused, and professional learning environment for all students and staff. To support this, staff members are expected to use mobile phones responsibly and in a manner that does not disrupt teaching, learning, or school operations.

Personal use of mobile phones must be limited to break times and designated areas, while professional use should only occur when it directly supports teaching, learning, or school administration. The use of personal mobile phones for photographing, recording, or sharing student information is strictly prohibited unless specifically authorized.

By following this policy, staff will model appropriate mobile phone use for students, protect student safety and privacy, and uphold the professional standards of the school.

SCOPE

This policy applies to all staff members, including teaching and non-teaching staff, during working hours and while on school premises.

General Guidelines

Mobile phones must be switched to **silent or vibrate mode** during school hours.

Personal use of mobile phones should be limited to **break times** and in **designated areas** such as the staff room or personal offices.

Staff MUST refrain from using mobile phones in corridors, classrooms, playgrounds, or other student areas unless required for official or emergency purposes.

Classroom and Student Interaction

Staff must not leave students unsupervised to attend to personal calls.

The use of personal mobile phones for photographing, filming, or recording students is **strictly prohibited** unless prior written approval is obtained from the Principal.

Emergencies

In cases of emergency, staff may step out of the teaching area to handle urgent calls. Contact the admin team to request a member of staff to cover your class. Children must never be left unattended.

For official communication, the **school office phone** should be the primary point of contact.

Professional Expectations

Staff are expected to set a positive example for students in responsible mobile phone use.

Use of mobile phones for social media, gaming, or other non-work-related activities during duty hours is not permitted.

Disciplinary Action

Failure to comply with this policy may result in disciplinary action in accordance with the school's staff code of conduct. Repeated or serious breaches will be escalated to the school management team.