



Mobile Phone Policy

Students

- All mobile phones are to be handed in to office staff on arrival and will only be returned during break, lunch and the end of the day.
- Students are reminded that mobile phone bullying, intimidation or any content of a violent or sexual nature may be a criminal offence and is often traceable by the police.
- Students are not allowed to take photos of staff.

Staff

- Phones are to be left in the office during lesson time and are to only be used in staff's free time, and never in front of students unless in case of emergency.
- Staff will not contact a student from their own personal mobile; this should only be done via the SILC landline telephone.
- Staff will not take photos of students on a mobile - centre devices can be used for this with explicit consent.
- Staff will never send nor accept inappropriate messages or images from other staff, students or parents.

Parents and Visitors

- For safeguarding reasons, parents and visitors are not permitted to take mobile phones into the workshop or take any photos in the workshop while students are present.
- Images of children will not be posted online and on social media without explicit consent.
- Parents must understand that contacting students during the day can be a distraction. Messages can be sent to students via the SILC office staff and will only be passed on during break and lunch, unless there is an emergency.

Date of last review	October 2020
Review Cycle	Annual



Visitors

For safeguarding reasons, visitors are not permitted to take mobile phones into the workshop

