

Voyage @ Flash Ley

MOBILE PHONE POLICY

Voyage @ Flash Ley fosters a 'culture of safety' in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents.

Abiding by the terms of the mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment

STAFF USE OF MOBILE PHONES

Personal mobile phones belonging to members of staff are kept within the staff office during working hours.

If a member of staff needs to make an urgent personal call they can use the Voyage phone or make a personal call from their mobile in the staff office.

If a member of staff has a family emergency or similar and needs to keep their mobile phone to hand, prior permission must be sought from the Manager or Deputy.

Under no circumstances may staff use their mobile phones to take photographs at work.

CHILDREN'S USE OF MOBILE PHONES

Whilst we understand that some of our older children have mobile phones, we do not allow the use of phones within Voyage. They are handed in, signed for and kept in a locked cabinet in the office.

Voyage does not accept any responsibility for loss or damage to mobile phones brought to Voyage by the children.

VISITORS' USE OF MOBILE PHONES

- Parents and all other visitors must not use their mobile phone – or any other device within Voyage or Flash Ley School. If they want to have a photograph of their child involved in an activity or at play, parents can ask a member of staff to take one using the Voyage camera.

	Extended Services Manager	
	Deputy Manager	
	Chair of Governors	

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