

 **Nun’s Cross National School**

**Phone Policy for Staff and Children**

Mindful of the duties and responsibilities assigned to staff in working with children, it is vital that staff be engaged with children at all working times. In this context, access to phones should be limited to emergency or necessity only.

**Work Calls**

* Calls to parents/guardians or professionals will be made outside of teaching time unless absolutely necessary.
* Calls to parents/guardians, should be kept as short as possible. Where a lengthy conversation with parents/guardians is required, appointments should be made to meet parents.
* Calls to other professionals and organisations should be made in consultation with the principal and classroom supervision will be arranged where necessary. As previously mentioned, these must be scheduled for before or after school where possible.
* Staff will have access to the school landline if urgent calls need to be made to parents.

**Personal Calls**

* If important personal calls are unavoidable, the principal must be informed in advance that a teacher may need to take a call during teaching time.
* In general, personal calls should only be carried out during break times when a teacher is not on duty.
* In cases of emergency, a staff member should use discretion when making calls.
* Incoming personal calls should be reserved for urgent matters.

**Mobile Phones**

* Staff mobile phones may be turned on but left on silent during the teaching day.
* Teachers are encouraged to use school devices to take appropriate photos during school time. Where this is not possible, teacher’s personal devices may be used for the explicit purpose of communicating learning experiences or progress with parents via the school blog, email or newsletter.
* School photos taken on a personal device must be deleted no more than 24 hours after being taken and must not be shared outside of the approved school communication channels.
* In cases of emergency, teachers must use their discretion when making/ receiving calls.
* Texting should follow the same guidelines as making calls.
* Staff may use personal mobile phones for incoming and outgoing call when carrying out school business.

**Children’s Phones**

* Children are not permitted to have mobile phones in school.
* If a child is found to have a mobile phone in school it will be confiscated and returned to the parents at the end of the day.
* If children need to make a call during or after the school day, their parents/guardians may be contacted using the school phone in the secretary’s office.
* The children will never need to bring their phones to school with them for any reason. On school outings or school tours, staff will make contact with parents/guardians where necessary to inform them of arrival times, etc.

**Roles and Responsibilities:**

All staff members share in the implementation of this policy.

**Evaluation:**

This policy is monitored on an ongoing basis and amendments will be added when necessary

**Review date:**

November 2023

**Signed**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chairperson of the Board of Management

**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_