**VICTORIA COLLEGE BELFAST**

**(incorporating Richmond Lodge School)**

**Day Care**

**Mobile Phones Policy- referencing Standard 1**

**1. Rationale:**

Victoria College Day Care is committed to promoting high quality education by employing and supporting staff who will work with a high degree of commitment and professionalism in a safe environment. The purpose of this policy and accompanying procedures is to establish a clear framework for the correct usage of mobile phones and other media devices within the Day Care setting.

**2. Definition:**

This policy applies to all teachers, leaders and assistants, employed by the Victoria College Day Care. The policy covers the correct usage of mobile phones and other media devices by all Day Care staff within the Day Care setting.

**3. Aims and Objectives:**

1. To ensure that mobile phones are switched off and not used within the setting.

2. To ensure that staff only use the ‘Day Care mobile phone’ in the setting.

3. To ensure that staff only use the ‘Day Care i-pads’ in the setting.

4. To ensure that other media devices such as i-watch are not synced to mobile phones whilst in the Day Care setting.

**4. Procedures:**

* All members of staff who bring a mobile phone into the setting are required to switch their mobile phone off during working hours.
* Mobile phones (and other media devises such as i-watch) are not to be used to send texts, make calls, access the internet or take photographs in the setting.
* The only mobile phone allowed to be switched on and used is the Day Care Mobile phone. This should be used for emergency phone calls only.

**5. Review and Evaluation:**

The policy will be reviewed at least once a year by the Board of Governors. The policy will be kept under review by senior members of staff who will keep Governors informed of any difficulties that may arise.