



## PHONE POLICY FOR STAFF & PUPILS

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 urgency only.

### Work Calls

- 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 appropriate

### Personal Calls

- In general, personal calls should be carried out during break time
- In cases of urgency, a staff member should use discretion in making calls
- Incoming personal calls should be reserved for urgent matters

### Mobile Phones

- In case of urgency, staff should use discretion in making calls
- Texting should follow the rules in relation to calls

### Children's Phones

The Board of Management recommends that children are not allowed to bring phones to school or on school trips or outings. Pupils who bring phones to school will have them confiscated. Phones will only be returned to parents.

Signed: Mr Patrick Walshe  
Chairperson Board of Management

Date: 10th September 2019

