



Mobile Phone Policy

Guidance for Governors, Visitors, Volunteers & Contractors:

Mobile Phone & Smart Technology

Welcome to Geoffrey Field Junior School. To mitigate risks concerning child protection, data protection and classroom disruption, our school operates as a strict **phone-free environment**.

All visitors, governors, volunteers and external contractors are considered part of our wider school community and are expected to fully comply with the following guidelines while on the school site:

- All visitors, volunteers and contractors on the school site **must refrain from using personal mobile phones or smart devices while in the presence of pupils**.
- Should a visitor or contractor need to make an urgent call or check their device, then they should either leave the school site or find a suitable area such as the staff room. If you receive an urgent or emergency call related to work or family, remove yourself immediately from any areas used by pupils to take the call.
- To safeguard the children in our care, **photographs, videos or audio recordings of pupils must never be taken** on personal mobile phones or wearable smart devices.
- Any photography or recording required must be pre-approved by the Headteacher and conducted strictly using school-owned devices.
- If you are wearing a smartwatch or health tracker, all communication and interactive features (such as calls, texts, and app notifications) must **be disabled, set to 'Do Not Disturb' or turned to 'Flight mode'** while you are in contact areas with pupils.
- All visitors, volunteers and contractors are strictly prohibited from using smartwatches or wearables to record pupils or to process school/pupil data.
- If photography is essential to complete work, then this should be stated when registering on arrival. Photography must be supervised by a member of Geoffrey Field staff and must not be conducted in the presence of pupils.
- **Visitors, volunteers and contractors are required to acknowledge and agree to adhere to our safeguarding culture and abide by these regulations**. Failure to comply with these guidelines may result in being asked to leave the premises.

Thank you for your cooperation in keeping our children safe.

Safeguarding at Geoffrey Field Junior School

Guidance for Governors, Visitors, Volunteers & Contractors

On Arrival

- You will be issued with a **red** or **green lanyard** on arrival depending on your DBS status.
- Please make sure it is visible at all times.



Red Lanyard

You must be accompanied by a member of staff at all times.



Green Lanyard

You do not require supervision while working in the school.

Emergency Information

- If the **Fire Bell** sounds (ringing siren), evacuate the building immediately via the nearest escape exit and head to the assembly point (playground).
- If the **Lockdown Alarm** sounds, stay in whichever area you are working within providing it is safe and securable.
- If unsure, remain with a member of school staff who will advise as to suitable protocol.

Visitor Code of Conduct

- You must **wear the visitor lanyard** provided at reception visibly around your neck at all times.
- Always **maintain professional boundaries**. Avoid any unnecessary physical contact with pupils. You must never be left completely alone or unsupervised with a child unless you have been explicitly cleared by management.
- Visitors must exclusively use the designated **Adult/Staff toilets**. Under no circumstances should a visitor enter the children's pupil toilets or changing areas.
- Please be an **excellent role model**. Use appropriate, respectful language at all times.
- Adhere to the **Mobile Phone Policy** (on reverse) at all times while on site.

Reporting Concerns

- Any concerns regarding the wellbeing of a Geoffrey Field Junior School pupil **must be reported** to one of the schools **Designated Safeguarding Leads (DSLs)**.
- Designated Safeguarding Leads (DSL) each have an office located by the school reception. Should you be unable to locate a DSL, speak to the reception staff who will support this.



Diana
Choudhry



Rebecca
Brown



Kelly
Bunker



Dave
Marks



Rose Ryan
George



Faiza
Millward

What to Do If a Child Makes a Disclosure

What to Do (DOs)	What to Avoid (DON'Ts)
Listen calmly and attentively	Do not promise confidentiality
Reassure the child that they did the right thing by telling you.	Do not ask leading questions or try to investigate yourself.
Write down exactly what was said , using the child's own words, as soon as possible.	Do not confront any individuals involved, including staff or parents.