

Oxford Spires International is committed to ensuring the safety of children in our care. We recognise the importance of mobile phones for communication purposes, but are aware that casual or inappropriate use of mobile phones and technology in the childcare setting could pose a risk to children and staff.

Mobile Phones

In order to remain contactable at all times during their shift, which is particularly important when offsite, all staff members must carry their mobile phone with them during working hours.

Staff must not have their phones on display or use their phones at any time for social purposes during lessons or whilst supervising students in any capacity.

Sharing Contact Details

Staff must not share their personal contact details with any student before, during or after a programme.

Students will be asked for their contact number by the Centre Manager upon arrival and their numbers will be stored securely. Student contact numbers will be shared on a need-to-know basis with other staff members.

If it is necessary for staff to share contact details with a student (for example, for the student to have unsupervised free time), an offsite phone contact number is given and student details are recorded on the register.

At School and in The Classroom

Staff may use their phone in order to avoid leaving their class during a lesson, if they need assistance from a senior staff member (for example, a student is missing).

Staff may use their phone if it is for the educational benefit of the class (for example, setting up a phone interaction quiz on the IWB).

Offsite

Staff may use their personal phones, if they wish, to make contact with fellow staff members, as necessary for the organisation and safety of the trip (for example, coordinating with coach drivers).

Staff must take an offsite phone when they take students offsite, which is the only contact number they can share with students, and the only contact number they can use to communicate with group leaders during working hours.

At the Residence

Staff must carry their phones at all times whilst on duty at the residence, but should avoid having them out and visible to students wherever possible.

Personal Use of Phones (staff)

Staff needing to use their phone for emergency personal reasons during working hours are expected to find cover for their students before removing themselves to do so.

If you are likely to receive an emergency personal call please make your centre manager aware in advance.

Student Phones

Students are permitted to have their phones with them in the classroom, but they must be on silent and in their bags unless the authorised by their teacher to use them for an activity.

Students must have their phones with them when travelling to and from school (homestay) and during any unsupervised free time on excursions.

During excursions, students may use their phones to take photographs, but must not use them to the detriment of their safety (for example, when crossing roads). Staff should monitor this.

Students may use their phones for personal calls during their breaks, lunch hour and chill out time.

Photography

Staff must not take photographs of any students, for any reason, on their personal devices. Photography is permitted with the Centre Manager's work phone, or on the school cameras.

Photos should never be transferred from a company camera or phone onto a personal device without explicit permission from the Centre Manager.

Group Leaders

Group Leaders are not permitted to take photographs of any children not in their group without consent from the Centre Manager.

With the Centre Manager's permission, they may be able to photograph other students, as part of a bigger group, but never individually.

Social Media & Electronic Communication

Staff must not distribute (by any means) images or information about students of any age.

This includes:

- Use of student images
- Use of student details on blogs
- Any social networking sites or message systems

Remember that your personal profiles can be viewed by anyone, and people working with children should be especially careful about their personal web presence.

Staff must pay particular attention to use neutral, unemotive language that will not be misconstrued.

Staff must not exchange any information with a student that they would not be happy to share with the child's parent or carer.

Where necessary, any electronic contact will preferably be with the Group Leader.

Urgent contact with students must be through company provided centre mobiles.