



Mobile Phone Policy

The Copper Academy is a NO phone setting. It is our intention to provide an environment in which students, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the concern of staff being distracted from their work with the students and the inappropriate use of mobile phone cameras around students.

The use of personal phones is not permitted. Under no circumstances does The Copper Academy allow a member of staff to contact a parent/carer using their personal device. Users bringing personal devices into The Copper Academy must ensure there is no inappropriate or illegal content on the device. All staff must ensure their mobile phones are inside their handbags throughout contact time with children, inside the designated store space, this is the wardrobe on the salon floor opposite the backwash station.

All photos are to be taken on the Copper Academy phone only, within the setting or on outings. Images taken and stored on the Phone must be downloaded as soon as possible, ideally once a week. Parental permission is obtained from the parent/carer on joining the setting to the use of photographs in the setting. Photos taken on The Copper Academy phone can be uploaded to our closed parents only Facebook page. This will only occur when we have obtained all of the parents permission. Any child whose parent has not signed the permission form for photos on social media will not have their photo uploaded.

If internet access is required The Copper Academy will provide laptop access. It is the responsibility of all members of staff to be vigilant and to report any concerns to Emma Hosie, salon owner.

All urgent calls are to be taken from the main line, however if any staff member has a family emergency or similar, their mobile will be kept in the designated area on loud and they will be called to take a call in a child free location.

During group outings a nominated staff member will take the allocated Copper Academy mobile phone out with them in case of emergency. This should only be used for emergency calls and incoming calls from the Copper Academy, under no circumstances must a member of staff take a personal call whilst caring for children.

The manager or deputy manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over inappropriate use of it. Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as will the Police. Guidance will be followed with regards to the dismissal of the staff member.

Parents or visitors who either arrive using a mobile phone or take a call on a mobile should be immediately told to end their phone call or leave the premises. Visitors are signed into The Copper Academy and asked to leave their personal belongings and mobile phones in the designated area.

The only exception to any of these rules is where The Copper Academy has to revert to online learning (e.g. during a COVID lockdown) and we may require staff to use their own mobile phones to keep in contact with students/families to.

Written by – Emma Hosie

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