



## Phone Policy for Staff, Volunteers and Visitors of St Fintan's N.S

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.

This policy will align with the Child Protection Policy.

### Work Calls

- Calls to parents/guardians should be kept as short as possible as classroom supervision will be required. 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

- Personal calls should be made during staff break times
- In cases of urgency, principal will arrange for class to be supervised while teacher attend to urgent call
- Incoming personal calls should be reserved for urgent matters

### Mobile Phones

- Mobile phones may be accessed during staff lunch time
- Texting should follow the rules in relation to calls
- Phones should be in drawer/bag on silent when teaching/working with children
- Staff may not make calls during their yard duty

### Staff Whatsapp Group

- During school hours, please keep whatsapp messages school related and send during break times.
- After school hours, staff will refrain from posting after 5pm or before 8am

Signed *[Signature]* Date 16/9/24  
Principal

Signed *[Signature]* Date 16/9/24  
Chairperson Board of Management