



Mobile Phone Policy

Personal mobile phones (and any tablets that have online capability and / or cameras) should not be used under any circumstances whilst working for Speak Like A Native and should not be carried by the staff or management teams whilst they are fulfilling their duties on site with children.

The only exceptions to this rule are:

- If the member of staff is on his / her break and if they are in the staff room / private / offsite and away from any children
- In the case of any emergency or need to call the management team

If a member of staff is found to have used their mobile phone not in accordance with this policy then they will receive a written warning in the first instance. Should they be caught a second time then they will be dismissed as failing to follow this policy, which raises concerns over their ability to safeguard the children.

Should a member of staff witness or have suspicions that a member of staff is using their phone not in accordance with this policy then they should inform their direct line manager. Should their direct line manager be the individual falling foul of this policy then their superior should be informed. If the most senior person onsite is using their phone not in accordance with this policy then either a director or the management team should be informed.

Children must not use or take out a mobile phone at any time when they are under the care of Speak Like A Native.