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## **Phone Policy for Staff**

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.

### **Work Calls**

- Calls to parents/guardians should be kept as short as possible. 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**

- In general, personal calls should be carried out during break time
- In cases of urgency, a staff member should use discretion in making calls
- Incoming personal calls should be reserved for urgent matters

### **Mobile Phones**

- Mobile phones may be turned on during lunch time
- In case of urgency, staff should use discretion in making calls
- Texting should follow the rules in relation to calls

### **Children's Phones**

- Children who carry phones, are required to turn them off during school time and to leave them with the teacher until home time

Reviewed November 03

Reviewed November 08