

Anchor Sendfriendly Centre - Telephone Usage Policy

Policy Overview

The purpose of this Telephone Usage Policy is to ensure a safe, focused, and productive environment for our students and staff at Anchor Sendfriendly Centre. This policy applies to all employees, visitors, and third-party contractors who interact with children on the school premises.

1. Personal Phone Usage:

- **Employees:**

Personal phones are strictly prohibited in areas where children are present.

Upon arrival, all employees must hand over their personal phones to the admin office. Phones will be securely stored in designated lockers.

Employees are permitted to use their personal phones during scheduled break times. Phones can be retrieved from the admin office for this purpose.

After breaks, phones must be returned to the admin office before re-entering student areas.

Visitors and Third-Party Contractors:

Personal phones are not allowed in any area where children are present.

Upon arrival, visitors and third-party contractors must hand over their personal phones to the admin office for secure storage in designated lockers.

Phones can be accessed during breaks or for urgent calls by visiting the admin office.

Work Phone Usage:

Employees:

Work phones issued by Anchor Sendfriendly Independent School are allowed within office spaces.

Visitors and Third-Party Contractors:

Work-related phone use is permitted only within office spaces.

Work phones are not allowed in classrooms or any areas where students are present.

Retrieving Phones:

- **Employees, Visitors, and Third-Party Contractors:**

Personal phones can be retrieved from the admin office for use during breaks or for urgent calls.

After use, personal phones must be returned to the admin office and securely stored before re-entering areas where students are present.



Security and Privacy:

The school is not responsible for any loss or damage to personal phones while they are stored in the admin office lockers.

All individuals must respect the privacy and confidentiality of students. Unauthorized photography or recording is strictly prohibited.

Compliance and Enforcement:

Adherence to this policy is mandatory for all staff, visitors, and third-party contractors.

Non-compliance may result in restricted access to the school premises, termination of contracts, or other disciplinary actions as deemed necessary by the school administration.

Acknowledgment:

By entering the premises of Anchor Sendfriendly Independent School, all employees, visitors, and third-party contractors acknowledge and agree to abide by the terms of this Telephone Usage Policy.

Contact Information:

For any questions or further clarification regarding this policy, please contact the admin office.

Thank you for your cooperation in maintaining a safe and focused educational environment for our students.

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| Written By: | HR Department: Thejanvi Baranage |
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