



Tudhoe Learning Trust

Use of Mobile Phones Policy

Approved by: Trust Chief Executive Officer **Date:** December 2019

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Introduction

The purpose of this protocol is to inform employees of the expectations of mobile phone use during their working hours. It is intended to give staff some broad guidelines regarding the appropriate use of mobile phones, in the workplace or in the course of carrying out their duties.

This protocol applies to all school employees and should be used in conjunction where necessary with the:-

- On-line Safety Policy
- Guidance for Safer working practices for adults who work with children and young people
- Safeguarding Policy
- Code of Conduct
- Disciplinary Policy

Where the Head Teacher discusses mobile phone use with an employee, a record of the discussion should be kept.

In applying this policy, the Trust schools will not unlawfully discriminate in respect of any of the protected characteristics as defined under the Equality Act and specified below:

- Age
- Disability
- Gender reassignment
- Pregnancy and Maternity
- Race
- Religion or Belief
- Sex
- Sexual Orientation
- Marriage and civil partnership

The operation of this Policy will be kept under review and such changes will be made as deemed appropriate.

Use of Mobile Phones during the working day

The use of mobile phones by employees to make/receive personal calls and/or texts during the working day is discouraged for the following reasons (this list is not exhaustive):

- It does not set a professional and positive example to pupils, it is disruptive and interrupts lessons
- It is a nuisance/discourteous to colleagues (e.g. during meetings)
- It is a misuse of the school time and has the potential to impact on children's learning

In some circumstances staff may need to be given express permission by their Head Teacher to make or receive such calls.

Any personal calls should be directed to the school's landline number so that a message can be relayed to the member of staff when the member of staff is available. In the event of an emergency situation, the message will be relayed to the employee immediately.

Mobile phones should be switched off whilst on the School premises, unless it is during a break or at lunchtime. Employees using personal mobile phones during their breaks should be respectful of their colleagues and mobile phones should not be used in front of pupils.

An increasing number of mobile phones now have built-in cameras and have the capability to capture copy and transmit images through a range of technologies and formats. Employees should not take or transmit images of pupils and colleagues on their personal mobile phone.

Business use

Any employees who have been provided with a mobile phone for business use, must ensure the mobile used is solely for this reason, unless express permission has been given by the Head Teacher that the phone can also be used for personal use.

Schools have the authority in place to ensure that mobile phones and associated phone bills are checked on a regular basis.

Security

Employees accessing emails using either their personal or business mobile phones should have the appropriate secure systems in place to ensure should their phone be lost or stolen the data cannot be accessed. Employees should be requested to sign a declaration to ensure their phone is password or pin protected. (See appendix 1) This should be signed and kept on an employee's personal file.

Text Messages

Text messages are not an appropriate formal means of communicating with colleagues within a school/workplace setting as they are:

- Not a formal means of communication
- Can be misinterpreted
- Inappropriate for the purposes of audit

Some examples of inappropriate texting are (this list is not exhaustive):

- Notifying a manager/Head Teacher of sickness absence (this should always be by direct personal telephone contact, in accordance with the contract of employment and agreed school procedures)
- Informing of changes to working arrangements

Social Networking

Employees should not access social networking sites via their mobile phones (business or personal phones) during working hours.

Protection of Employees

Employees should not provide parents or pupils with their personal mobile phone number.

Employees should refer to the Schools protocol for the use of texting/phoning parents where one exists.

Health and safety considerations

In circumstances where employees are lone-working in remote areas of the school, or out of hours, a work mobile or two-way radio will be provided if there is no land-line in the room.

Employees are reminded that using hand held mobile phones whilst driving is a criminal offence.

Mobile phones and pupils

Schools should have a separate policy which specifically covers the use of mobile phones by pupils.

Employees should be aware that there may be occasions where pupils could provoke staff to gain a particular reaction which may then be recorded.

If an employee receives material deemed to be inappropriate or offensive, the images/text messages should be retained as evidence and referred immediately to the Head Teacher/designated Manager.

Further Information

If you would like any further information or advice in relation this Policy please contact the Trust HR Manager on 01388 811 765 or office@tudhoelearningtrust.co.uk

Appendix 1

I confirm that my mobile phone is securely protected for the purposes of accessing my DLG/Office 365 account. This security is in the form of:

.....
.....

..... (for example:- password protected, encryption etc.)

Signed

Dated