



TEENAGE KICKS

Engagement • Progress • Outcomes

MOBILE PHONE POLICY

Approved by:	James Docherty
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1. Introduction

At Teenage Kicks, the welfare and well-being of our pupils is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies while promoting safe and appropriate practice. We recognise that mobile phones are an effective communication tool and an essential part of people's working lives. Access to a mobile phone for work use is expected in certain circumstances. However, there are limits to the use of personal mobile phones during working hours and on school premises.

It is the enhanced functions of mobile phones that cause the most concern, offering distractions and disruption to the working day.

This policy refers to ALL mobile communication devices.

2. Aims

- To raise the awareness of all staff of the crucial role of safeguarding in all areas of school life.
- Alert staff members to the potential for predatory behaviour and ensure increased vigilance.
- Provide an environment in which children and their families are protected from the risk of images being recorded and used/stored for inappropriate use.
- Prevent potential misuse of mobile phones.
- Ensure that children receive the undivided attention of adults at all times.

3. Scope

This policy applies to

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- All contracted staff in relation to the use of personal mobile phones whilst at work.
 - Staff who have been issued with work mobile phones.
 - Supply staff and volunteers who have access to a personal mobile phone on site.

This list is not exhaustive.

This policy applies to all functions for which a mobile phone can be used, including phone calls, text messages, internet access, social media, and sending or receiving electronic data.

4. Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity.

Our aim is therefore that all staff:

- Have a clear understanding of what constitutes misuse.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Are aware of the importance of reporting concerns promptly.

It is recognised that imposing regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within our school, which is agreed to by all users:

5. Personal Mobiles - Staff

It is recognised that staff may wish to be contacted via mobile phone whilst at work and the school is prepared to accommodate this as far as is reasonably practicable. Contact via a mobile phone must not disrupt an employee's ability to carry out their job and must not disturb teaching and learning or affect the work of their colleagues.

The following rules apply for the use of personal mobile phones in school:

1. Staff should have their mobile phones on silent mode or switched off and out of sight (e.g. in a drawer or bag) during working hours.
 2. Mobile phones should not be used in a space where children are present (e.g. in classrooms, in the school yard or on off-site visits).
 3. Use of phones, including receiving or sending texts and emails, should be limited to non-contact time when no pupils are present, e.g. in the staff office.
 4. Personal mobile phones brought into school should be password protected or locked to prevent unauthorised access to personal information.
 5. In exceptional circumstances (e.g. where a close relative is unwell), staff should inform the Headteacher. Consideration will then be given to allowing the member of staff to keep their phone with them in case they need to receive an emergency call.
 6. Emergency contact can also be made via the school office.
 - 7. Staff must not use recording functions on personal mobile phones to record pupils or share images of pupils.
 8. Legitimate recordings and photographs must be captured only using authorised school equipment.
 9. Mobile phones should not be used in a space where pupils are present; this includes watching videos or using social media during working time.
 10. Mobile phones should be on silent or switched off during meetings, staff briefings and training events.
 11. Staff must not allow pupils to access their personal mobile phones and must not disclose their personal contact details to pupils or parents/carers.
 12. In exceptional circumstances where staff are required to work from home and make contact with parents/carers, they must withhold their personal number before making the call. Staff must not send text messages to parents/carers or pupils from a personal mobile phone.
 13. Staff should report any use of mobile devices that causes concern to the Headteacher or a member of SLT immediately.
- If, for any reason, a personal phone is used for work purposes and this incurs a cost, reimbursement will only be considered where the use was agreed in advance with the member of staff's line manager and an itemised bill is provided identifying the call and cost.

Staff are expected to lead by example and should not be seen by pupils using mobile phones for personal use during the school day.

Persistent failure to follow these procedures may lead to disciplinary action.

6. Mobile Phones for Work-Related Purposes

We recognise that mobile phones provide a useful means of communication on off-site activities. Therefore, the school offers mobile phones to staff working off-site on activities including home tuition / home visits. These handsets are collected from, and returned to the main school office at

each respective site before and after each activity. Staff taking these handsets will be expected to sign for them when taking them off-site and when they are returned to school. They will remain in school when not in use. The admin staff are responsible for charging these handsets and ensuring that they have sufficient credit. Staff using the mobile phones are asked to support this system by informing the admin staff if and when the phone is running low on credit.

The use of the shared work mobile phones is promoted as:

- an essential part of the emergency toolkit which is taken on off-site trips.
- an effective communication aid, enabling text, email messages and calls to be made and received.
- a back-up facility should problems be experienced with the landline – or where contact needs to be made outside of work hours.

Staff should ensure that

Mobile phone use on these occasions must be appropriate and professional and must never include taking photographs of pupils.

Mobile phones should not be used to contact parents/carers during school trips; all relevant communications should be made through the school office.

Where parents/carers or volunteers accompany trips, they must be instructed not to contact other parents/carers during the trip or use their phone to take photographs of pupils.

We understand that staff may prefer to take their own mobile phone off-site instead of the school mobile. The same principles apply: staff must not contact parents/carers from their personal mobile and it should only be used if contact needs to be made directly with the school. Taking a personal mobile phone off-site is optional; however, staff must provide the school with their personal mobile number on the off-site form before leaving school.

7. Mobile Phones for Nominated Staff

The school issues mobile phones to nominated staff with the specific intention that these should only be used as part of the employee's job role and must not be used in place of a personal mobile phone or a personal home phone.

The school keeps a record of handsets issued to staff.

Staff are provided with a school mobile phone if it is deemed necessary for their role:

- If their duties require them to spend a substantial amount of time off-site on work-related duties.
- Staff who are required to be contacted in emergency situations, such as Site Manager in relation to key holding responsibilities.
- If it is necessary for them to make work-related calls and/or emails off-site as part of their day to day work.
- Staff issued with a mobile phone will be required to sign for it and confirm they have read and agree to the terms of the agreement.

8. Conditions of use for ALL school mobile phones

School mobile phones should be switched on at all times during working hours. Staff are asked to input the contact numbers for key members of staff including SLT. Staff are asked to keep school mobile phones safe at all times and guard against theft and misuse. If a phone is lost or

stolen and contains sensitive data, users must inform the Proprietor immediately. All mobile phones must be password protected with appropriate security settings.

School mobile phones must not be used for personal purposes without prior authorisation. Where personal use incurs a cost, the school may require reimbursement.

Staff who use work mobile phones are reminded that bills may be checked to monitor appropriate use.

If a school mobile phone is damaged, lost or stolen, this must be reported immediately to the Headteacher. School mobile phones are not insured; where appropriate, the school may seek recovery of repair or replacement costs from the user.

All staff who loan equipment from school including mobile phones are requested to sign a loan agreement. The conditions of the agreement are outlined below:

Teenage Kicks may lend staff equipment at the discretion of the Proprietor.

The School does not insure equipment on behalf of staff and staff are expected to make good any losses if the equipment is lost or stolen, or accidentally damaged whilst on loan. If staff experience a technical failure when using the equipment, then this should be reported to the IT technician.

Where staff are loaned a mobile phone, they are expected to ensure the device is signed in to the appropriate iCloud or Android tracking service so that, in the event of loss, the IT technician can locate or remotely erase the device where appropriate.

In addition to the above, staff are required to present their work mobile phone to the IT technician annually for a device health check.

Dual SIMs are permitted only where appropriate confidentiality and access controls are in place to protect the staff member's personal details.

9. Driving

If a member of staff is required to drive in a working capacity, and has responsibility for a work mobile, the phone must not be used whilst driving. It is strongly recommended that staff follow the same procedures regarding their own personal mobile phones. Under no circumstances should staff drive whilst taking a phone call. This also applies to hands-free and wireless connections, which are considered a distraction rather than a safer alternative.

Refer to the code of practice for fleet drivers in the Health and Safety Policy:

“Whilst driving any school vehicle, or if a member of staff is required to drive their own vehicle in a working capacity, you must not use a hand-held mobile phone. You must only use a hand-held mobile phone when you have legally stopped, parked and switched off the engine. While driving, it is best practice to have the voicemail facility enabled to take messages.”

10. Personal Mobiles - Pupils

We recognise that mobile phones are part of everyday life for many pupils and can help them feel safe and secure. However, they can also be a distraction in school and may be used to facilitate bullying or other inappropriate behaviour.

- Pupils are not permitted to keep mobile phones on their person in school. Phones must be handed to staff on arrival.

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- Pupils are not permitted to have mobile phones on school trips.
 - Mobile phones brought into school without being handed in will be confiscated and returned at the end of the school day.

11. Parents/Carers

While we would prefer parents/carers not to use their mobile phones whilst in school, we recognise that this would be impossible to regulate and that many parents see their phones as essential means of communication at all times. We therefore ask that parents' usage of mobile phones, whilst on the school site is courteous and appropriate to the school environment.

12. Data Protection

- School mobile phones must be kept in a secure location and not left in locations such as in a vehicle or left on desks.
- Maintain device security by using a password or PIN.
- Only store the minimum amount of data necessary for its purpose.
- Do not store more contact information than is necessary; for example, avoid using full names where this is not required.
- The school has a duty to protect personal data and comply with data protection law. A device without suitable password or PIN protection must not be used to store personal or sensitive information.

13. Implementation and Review

The mobile phone policy will be shared with staff and volunteers as part of their induction. It will also be available to parents via the school office and website and reviewed annually.

14. Links with Other School Policies

- Safeguarding and Child Protection Policy
- Anti-Bullying Policy
- Data Protection Policy
- Whistleblowing Policy
- Staff Code of Conduct Policy