**Leading Learners**

**Multi Academy Trust**



Complaints Policy

**Use of Personal Mobile Phones and Electronic Devices Policy**

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| **Approved by:** | Trust Board  | Date: 28th March 2022 |
| **Last reviewed on:** | 13th March 2025 |
| **Next review due by:** | 13th March 2028 |

**Aim**

***The ultimate aim of this policy is to promote the safeguarding of children***

# Introduction

## This policy sets out the main principles that the Board of Trustees of the Academy Trust have adopted for the use of personal mobile phones and electronic devices at work.

## The policy applies to all staff employed in any capacity (including directors, volunteers and service providers) within the Academy Trust.

## The safety of children is paramount. Casual or inappropriate use of mobile phones by staff may pose a risk, if staff are distracted from supervising children or other tasks.

# General Policy Statement

## **Policy Coverage**

### For the purposes of this policy, the term ‘Use of Personal Mobile Phones and electronic devices’ extends to cover the following methods of communication. This list is not exhaustive:

* Mobile phone calls to internal or external telephone numbers
* SMS text messaging to internal or external telephone numbers
* MMS picture messaging
* Use of social media
* Use of email
* Use of internet (Wi-Fi or 3G/4G/5G)
* Use of mobile gaming or other applications
* Use of camera or video recording equipment
* Recording

### In addition to personal mobile phones and the above, the following personal items are not permitted to be used in a learning environment for reasons relating to the safeguarding of staff and children:

* Personal cameras (whether an integrated feature of a personal mobile phone or not)
* Other personal audio-visual equipment

## **Use of Personal Mobile Phone and electronic devices whilst on work duty**

### For the purposes of the policy, the term ‘work duty’ extends to cover work completed on or off the premises, under specific instruction by a relevant authority such as the Headteacher. This includes indoor or outdoor work and work completed off the premises.

### The exception to the above is the use of mobile phones during school/centre visits to enable staff and volunteers to communicate and ensure the safeguarding of children. If, for any reason, a personal mobile phone is used for work purpose the cost of the call will be reimbursed if the use was previously agreed with the Headteacher (or if the call is made in an emergency to safeguard a child or adult and it was not possible to obtain the Headteacher’s prior consent); and an itemised bill is presented identifying the call made..

### ‘Work duty’ does not include authorised rest breaks or lunch breaks. Personal mobile phones and electronic devices are permitted to be used during authorised break times, lunchtimes and PPA time but **must not** be used in teaching and/or working environments.

### The use of Personal Mobile Phones and electronic devices whilst on work duty is only permitted where specific authorisation or consent is given by the Headteacher. Permission will be granted in emergency situations or where use of a personal mobile phone is considered appropriate or necessary by the Headteacher.

### Use of the school’s landline phone facility for personal calls (incoming and external calls) is only permitted where express permission or consent has been granted by the Headteacher, or for emergency contact only.

### Personal mobile phones and electronic devices must be either switched off or placed on ‘silent’ mode and securely stored with personal belongings in designated staff room areas/lockers whilst employees are on work duty. Keeping a mobile phone or electronic device on your person or on your desk/workstation area is not permitted during working hours, unless it is a school issued phone with the specific intention it should only be used as part of the employee’s job work.

### Each school may issue a mobile phone and/or electronic device with the specific intention it should only be used as part of the employee’s job role. Mobile phones issued by a school must not be used for individual personal calls without prior authorisation from either the Headteacher, Chief Finance and Operations Officer (CFOO) or Chief Executive Officer (CEO) and must not be used in place of a personal home phone. A school will ask employees for reimbursement of the cost of any personal calls. Staff are required to keep their school issued phone safe at all times and a security code should be issued to secure the phone against use by others. The access code should be logged with the Office Manager. If a mobile phone is lost, stolen, or damaged, the staff member must immediately report this to the Headteacher, CFOO or CEO. If the staff member leaves the Academy Trust’s employment, the mobile phone, electronic devices any accessories supplied with it should be returned no later than their last working day. Staff are required to legally comply with the use of mobile phones whilst using a school issued phone, this includes not using the phone whilst driving.

# Breach of the Procedure

## Breaches of this policy **may result in disciplinary action**.

## More serious breaches of this procedure **may amount to gross misconduct and could result in dismissal.** It is also relevant to note that if the serious breach of procedure also contravenes UK laws then this could also result in civil proceedings including criminal prosecution.

# Exceptions to the Procedure

## On some occasions an employee may request that they are permitted to keep their personal mobile phone or electronic devices switched on, or kept on their person whilst at work, for a specific reason. Requests of this nature will be considered by the Headteacher and each request will be considered on its individual merits.

## Union representatives are entitled to use the schools’ landline free of charge when necessary for union business.

## Any consultant, contractor or service provider working on site in the school will be made aware of and expected to read the schools policy on the use of mobile phones.

# Monitoring and Evaluation

## Staff and Trustees, on a three yearly basis, will review this policy unless circumstances demand an earlier review.

**Policy on School Use of Personal Mobile Phones and Electronic Devices**

**Part 1 – to be retained by employee**

This declaration refers to the Academy Trust’s policy and guidance on the use of mobile phones and confirms that you have been provided with a copy of this policy and that you have agreed to adhere to it.

All employees, directors, volunteers, students, agency staff are required to familiarise themselves with the contents of the policy on the use of mobile phones and electronic devices and sign the following declaration.

**Declaration**

*You should sign two copies of this document; this copy to be retained by you. The second copy (below) is to be detached and placed on your personal file.*

I confirm that I have been provided with a copy of the Academy Trust’s policy on the use of mobile phones. I confirm that I am aware that this policy applies even if I am working off the premises, on works duty:

Signed: ........................................................................................................................

Name: ..........................................................................................................................

Date: ……………………………………………………………………………………..……



**Policy on School Use of Personal Mobile Phones and Electronic Devices**

**PART 1: to be detached and placed on the employee’s file**

This declaration refers to the Academy Trust’s policy and guidance on the use of mobile phones and electronic devices and confirms that you have been provided with a copy and that you have agreed to adhere to it.

All employees, directors, volunteers, students, agency staff, are required to familiarise themselves with the contents of this policy and sign the following declaration.

**Declaration**

I confirm that I have been provided with a copy of the Academy Trust’s policy on the use of mobile phones and electronic devices. I confirm that I am aware that this policy applies even if I am working off the premises, on works duty:

Signed: ........................................................................................................................

Name: ..........................................................................................................................

Date: ………………………………………………………………………………………..…