

The Whitby Secondary Partnership

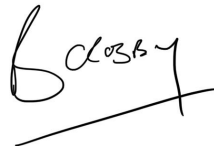
Use of Mobile Phones by Staff During Work time

Governance Status

This policy will be reviewed every three years or as required in the light of relevant new guidance or legislation.

Review dates	By Whom	Approval date
September 2014	Staff and Governors	15.09.14
June 2017	Staff and Governors	25.9.17
October 2020	Staff and Governors	17.12.20
October 2023	Staff and Governors	21.11.23

Signed by the Chair:



MOBILE PHONES

Roles and responsibilities

- All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.
- Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.
- The Head of School is responsible for monitoring the policy, reviewing it, and holding staff and students accountable for its implementation.

Use of personal mobile phones by staff

- Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to make or receive calls, or send texts, during contact time. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school sites where pupils are not present (such as the staff room).
- There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:
 - For emergency contact by their child, or their child's school
 - In the case of acutely ill dependents or family members

- The Head of School will decide on a case-by-basis whether to allow for special arrangements.
- If special arrangements are not deemed necessary, school staff can use the school office number as a point of emergency contact.

Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (eg, ChatGPT and Google Bard).

Safeguarding

- Staff must refrain from giving their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.
- Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.
- Staff must not use their mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits
- When supervising a trip, staff must use a school mobile phone.

In these circumstances, staff will:

- use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office.

Work phones

Some members of staff are provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with the NYC staff Code of Conduct (please also refer to this policy regarding appropriate use of phones at work).

Sanctions

Staff that fail to adhere to this policy may face disciplinary action. See the staff disciplinary policy for more information.

NYC mobile phone policy for staff whilst driving

- You must drive safely and lawfully at all times and ensure that you exercise proper control of any vehicle of which you are in charge. You must pay due care and attention, and ensure that you do not allow yourself to be distracted, or cause danger to yourself, passengers or other road users.
- **When you are driving or in control of a vehicle in the course of your work for the Council you must not operate a mobile phone.** This also applies when you are refuelling, within the confines of a refuelling area and other restricted areas as identified by safety warnings.
- When driving, use a messaging service, or allow a passenger to answer or make the call. If you have to make or receive an urgent call, then wait until you have identified the nearest point where it is safe to stop and switch off the engine of the vehicle before doing so.
- The use of **hand-held mobile phones** whilst driving, or even with a vehicle engine running is a specific offence at any time. The offence, which covers the making and receiving of calls and pictures, text messaging or accessing the internet, can be committed even when a vehicle is stopped at traffic lights or in a traffic queue.
- Whilst **hands free mobile phones** are not yet specifically banned by law, driving in a careless or dangerous manner is an offence and unlawful. The use of a mobile phone even with a hands-free kit reduces concentration and can cause a dangerous distraction.
- Therefore, if you operate a mobile phone whilst driving or in charge of a vehicle, in contravention of the legal requirements, you could be subject to prosecution and to disciplinary proceedings. If you are involved in an accident or other incident, it is standard practice for the police to take mobile phones from the scene and check the call record. The Council could also be vulnerable to prosecution as a result of such actions during the course of your employment.