



Thorpepark Academy

Mobile Phone Policy



1	Summary	Mobile phone policy			
2	Responsible person	Britta Dickinson-Fry			
3	Accountable SLT member	Britta Dickinson-Fry / Caroline Knight			
4	Applies to	<input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
5	Who has overseen development of this policy	Britta Dickinson-Fry			
6	Who has been consulted and recommended policy for approval	Executive Principal, Govenors			
7	Approved by and date	March 2026			
8	Version number	7			
9	Available on	Every	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N	Trust website Academy website SharePoint	<input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> Y <input type="checkbox"/> N <input checked="" type="checkbox"/> Y <input type="checkbox"/> N
10	Related documents (if applicable)				
11	Disseminated to	<input type="checkbox"/> Trustees/governors <input checked="" type="checkbox"/> All staff <input type="checkbox"/> Support staff <input type="checkbox"/> Teaching staff			
12	Date of implementation (when shared)	March 2027			
13	Consulted with recognised trade unions	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N			

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Introduction

- 1.1 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 while carrying out your duties.
- 1.2 Academies are legally responsible for their own data and therefore have a duty to protect employees in relation to the use of mobile phones provided for the purposes of work.

2.0 Principles

- 2.1 This protocol applies to all academy employees and contracted staff, including agency staff.
- 2.2 This protocol should be used in conjunction where necessary with the
 - Guidance for Safer working practices for adults who work with children and young people
 - Disciplinary Policy
 - Lone working policy
- 2.3 Where the Executive Principal or Senior member of staff discusses mobile phone use with an employee, a record of the discussion should be kept and held on their personnel file.

3.0 Use of Mobile Phones during the working day

- 3.1 The use of mobile phones and smart watches 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 and visitors, it is disruptive and interrupts lessons and working time
 - It is a nuisance/discourteous to colleagues (e.g. during meetings)
 - It is a misuse of the academy's time and has the potential to impact on children's learning. In some circumstances Trade Union stewards and staff who are carers may need to be given expressed permission to make or receive such calls
- 3.2 Any personal calls should be directed to the Academy's landline number so that a message can be relayed to the member of staff, when the member of staff is available, unless there is an emergency situation, where the message must be relayed to the employee immediately.

On occasions you may be allowed to keep your phone on during the working day but this is with express permission from SMT and it must be on silent and vibrate. Any calls must be taken away from pupils and your working environment, where possible.
- 3.3 Mobile phones should be switched off whilst on the Academy premises unless it is during a break or at lunchtime. They should be safely stored away, preferably in a locked cupboard or room. 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.
- 3.4 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 are NOT permitted to take or transmit



images of pupils on their personal phones. Employees should not take or transmit images of colleagues on their personal mobile phone.

4.0 Business use

4.1 Any employees who have been provided with a mobile phone or been given permission to use their personal mobile phone for business use, must ensure the mobile used is solely for this reason, unless express permission has been given that the phone can also be used for personal use. Mobile phones are used for business purposes can remain on during the working day for phone calls only.

4.2 The academy has the authority in place to ensure that mobile phones and associated phone bills are checked on a regular basis.

5.0 Security

5.1 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.

5.2 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.

6.0 Text Messages

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

- Are not a formal means of communication
- Can be misinterpreted
- Are inappropriate for the purposes of audit

6.2 an example of inappropriate texting are (this list is not exhaustive):

- Notifying a manager/Executive Principal of sickness absence (this should always be by direct personal telephone contact, in accordance with the contract of employment and agreed Academy procedures)

7.0 Social Networking

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

8.0 Protection of Employees

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

8.2 Employees texting/phoning parents should use the school land line or a Year group mobile.

9.0 Health and safety considerations

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

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

10.0 Mobile phones and pupils



- 10.1 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 Executive Principal/SMT member. This must be recorded in the staff file.
- 10.2 No pupil is permitted to have a mobile phone in their possession during the school day. All mobile phones are to be handed in to the office when pupils arrive at school. The only exception to this rule is if a mobile phone is needed for medical reasons. Mobile phones will be stored securely in the office and be collected by pupils at the end of the school day. If a pupil is found to be in possession of a mobile phone during the school day, it will be confiscated by staff and parents will be contacted to collect it from the office.



Appendix 1

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

.....
.....
.....

(for example:- password protected, encryption etc)

Signed Dated