

## Mobile Phone policy

### VERSION CONTROL SHEET

**POLICY NAME:** Mobile Phone Policy

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Document date	Filename	Meeting submitted	Summary of changes required
July 2013		July PSG	New policy
January 2016		Policy Review Day	No changes
December 2017		FGC	No changes
October 2019		20/11/19	Reviewed and updated
March 2021		LGB	No changes

## **Introduction**

Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording.

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however, there are also associated risks. Children and young people need to understand these risks to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

## **Aim**

The aim of the Mobile Phone Policy is to promote safe and appropriate practice through establishing clear and robust acceptable use guidelines.

This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools - which in turn can contribute to safeguarding practice and protection.

## **Scope**

This policy applies to all individuals who have access to personal or work-related mobile phones on site. This includes staff, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

## **Policy statement**

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, and which are most susceptible to misuse. Misuse includes the taking and distribution of indecent images, exploitation and bullying.

It is also recognised that mobile phones can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

When mobile phones are misused, it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

It is appreciated that it can be very difficult to detect when such devices are present or being used, particularly in relation to enhanced functions, such as cameras. The use of all mobile phones is therefore limited, regardless of their capabilities. The aim is to avoid distraction and disruption of the working day, and to minimise the opportunities for any individual to make any covert images or misuse functions in any other way.

Designated 'mobile free' areas are situated within the setting, and signs to this effect are displayed throughout.

'Mobile free' areas are those which are considered to be the most vulnerable and sensitive, and include:

- sleep areas
- changing areas
- toilets
- bathrooms

A zero-tolerance policy is in place with regards to the **use** of personal or work-related mobiles by any individual in these areas.

### **Code of conduct**

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

It is therefore ensured that all staff, volunteers and visitors:

- have a clear understanding of what constitutes misuse.
- are vigilant and alert to potential warning signs.
- know how to minimise risk.
- 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 responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.

It is fully recognised that studies consistently indicate that imposing rigid regulations and/or 'bans' on the actions of others can be counterproductive, leading to a culture of suspicion, uncertainty and secrecy.

The imposition of rigorous, inflexible rules is therefore avoided, unless the potential risks of not enforcing them far out-weigh the benefits. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the setting environment, which is agreed to by all staff, volunteers and visitors.

### **Personal mobiles**

Effective guidance is in place to avoid the use of mobile phones causing unnecessary disruptions and distractions within the workplace, and to ensure effective safeguarding practice is promoted to protect against potential misuse.

In the interests of equality, and to further promote safety, the guidance applies to any individual who has a mobile phone on site, including children, parents and visitors, as detailed below:

Staff, volunteers and visitors are required not to have their mobile phones about their person; and there is a clear expectation that all personal use is limited to allocated lunch and/or tea breaks.

Phones must be switched off and calls and texts must not be taken or made during work time.

Staff, volunteers and visitors are not permitted, in any circumstance to use their phones for taking, recording or sharing images and 'mobile free' areas must be observed at all times.

Staff, volunteers and visitors are not permitted to use their own personal phones for contacting children, young people and their families within or outside of the setting. [FSAs have a designated work phone, separate to their home/personal number].

**Children** are not allowed to have mobile phones in school. If it is considered a necessity for them to have their phone for the journey to and from school by their parents, then written permission is required from the parent. In this instance the phone should be left at Reception and can be collected at the end of the school day.

**Parents, volunteers, visitors and contractors** are respectfully requested not to use their mobile phones in any of the designated mobile free areas. Should phone calls and/or texts need to be taken or made, use is restricted to those areas not accessed by children in order to avoid any unnecessary disturbance or disruption to others.

Under no circumstances is **any** individual permitted to take images or make recordings on a mobile phone. Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.

### **Work mobile**

The use of a designated work mobile is promoted as it is:

- 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.

Effective security measures are in place to safeguard against any potential misuse. Only authorised individuals have access to the work mobile, which is password protected, and stored securely when not in use.

Personal calls are not permitted to be made on the work mobile, other than in agreed exceptional circumstances. Contact or calls can be made via the work mobile in the event of an emergency. All calls are logged.

The work mobile is clearly labelled as such, and additional features such as cameras are disabled or not available/used.

## **Driving**

If any member of staff is required to drive in a working capacity, and has responsibility for the work mobile, the phone must be switched off 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.

## **Safe storage**

A designated safe and secure area for staff, volunteers and visitors (and children, where applicable) to store their personal belongings during the working day is available. Staff, volunteers and visitors have the **option** to store their mobile phones in this area, should they choose. This however is not a mandatory requirement.

Staff, volunteers and visitors leave their belongings in safe storage at their own risk. It is therefore recommended that phones are security marked, password protected and insured. No liability for loss and damages is accepted.

As well as safeguarding children and avoiding any unnecessary disruptions during the day, this procedure also aims to protect staff and volunteers against any unfounded allegations.

## **Emergency contact**

It is recognised that mobile phones provide direct contact to others, and at times provide a necessary reassurance due to their ease of access, particularly at stressful times.

Staff, volunteers and visitors, therefore, in agreed exceptional circumstances are permitted to keep the volume of their phone switched on. This is to enhance their own well-being and peace of mind, to reduce stress and worry and to enable them to concentrate more effectively on their work.

Such use will be for an agreed limited period only, until any concerns or issues leading to the exceptional circumstance request have been resolved.

It is ensured at all times that the landline telephone remains connected and operational, except in circumstances beyond control. This means that it is available for emergency/urgent contact at all times.

The reliance on an answer phone is avoided except for times outside of the setting operating hours or should children be taken off the premises on a trip. The answer phone is always checked promptly on opening or return.