



**Merchant Taylors'**  
School

# Mobile Phone Policy (Staff)

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Author: HR Advisor  
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## **1. Introduction**

- 1.1 This policy outlines the expectations of Merchant Taylors' School in relation to the usage of mobile phones by staff. It is intended to offer guidance to staff with regard to what constitutes appropriate (and inappropriate) use of mobile phones within the workplace or elsewhere whilst carrying out duties of employment, and additionally covers the potential consequences of misuse in contravention of the policy. The Policy acknowledges Mobile phones can be both disruptive (in terms of productivity and concentration levels) and dangerous (from a health and safety point of view). Mobile phone use in the workplace can also risk breaches of confidentiality. The policy is linked with the School's Health and Safety Policy. As an employer, the School has a duty to ensure that the working environment is safe and that safe policies and practices are adopted. This policy will apply differently to individual members of staff and what is acceptable will depend on the type of work being undertaken and the working environment. We expect all employees to adopt a common-sense approach in this regard.

## **2. Scope**

- 2.1 This policy applies to all those who work at Merchant Taylors' School, including employees, casual workers, agency staff and volunteers.
- 2.2 Throughout this policy the use of 'mobile phone' should be taken to include all types of mobile phone, smartphone, iPhone and comparable electronic devices. This policy relates to all forms of communication, including, but not limited to, phone (and video) calls, text (or picture) messages, emails and instant messages. The "use" of a mobile phone also includes accessing the internet, for any purpose, on a mobile phone.

## **3. Principles**

- 3.1 Any mobile phone brought into School remains the responsibility of the individual owner. The School accepts no responsibility for the loss, theft or damage of personally-owned mobile phones.
- 3.2 Mobile phones must not be used for personal use during lessons or in formal school / work time. They should be switched off (or set to silent) at all times.
- 3.3 Staff members are not permitted to use their own mobile phones for contacting pupils or their families in a professional capacity, other than in an emergency. In this contingency, staff should (wherever practicable) be issued with a School phone for this specific purpose.
- 3.4 Staff should never give their personal mobile number to pupils, nor should they store pupils' telephone numbers on their personal mobile phone, as this may facilitate the possibility of inappropriate contact from pupils and parents.
- 3.5 Staff should never send to (or accept from) colleagues or pupils any texts or images that could be perceived as inappropriate or offensive.

#### **4. Use of personal phones during the working day**

- 4.1 Personal mobile phones should be switched off (or set to silent) whilst on School premises, other than during an official break or at lunchtime. 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.
- 4.2 It is recognised that there may be emergency situations in which an individual needs to use their personal mobile phone, such as if they are a carer. In such cases, conversations should be conducted away from colleagues and pupils wherever possible.
- 4.3 Staff must never use their mobile phone to photograph pupils. If photographs are required, a School camera should be used or, preferably, photographs should be taken by a member of the Marketing Department.

#### **5. School mobile phones**

- 5.1 School mobile phones are supplied to staff for work-related use only, in order to avoid personal mobile numbers being used. School mobile phones must not be used for personal reasons. If you believe that you require a School mobile phone please contact the Head/DFO.
- 5.2 A written record must be maintained of all School mobile phones issued to staff.
- 5.3 Staff members are responsible at all times for the security of any mobile phone issued to them by the School. The device should never be left unattended or (especially in vehicles) on display.
- 5.4 All staff must be aware of the importance of ensuring appropriate confidentiality and security when using a School mobile phone in a public place.
- 5.5 All staff who have been issued with a School mobile phone must abide by the content of this policy.
- 5.6 If a School mobile phone has been mislaid, this must be reported to management immediately.
- 5.7 Upon leaving employment, or earlier if requested, staff in possession of a School mobile phone must return the device to their line manager. If the mobile phone has been damaged or lost, the School reserves the right to reclaim the costs from the individual's salary.

#### **6. Driving for work**

- 6.1 Drivers are strictly prohibited from using personal mobile phones during the working day. Mobile phones can be used during breaks and lunch time periods, provided it is safe and reasonable to do so.

6.2 Mobile phones and driving: It is against the law to use a hand-held mobile phone when driving. Employees are strictly prohibited from using a hand-held mobile phone at any time when driving, or in charge of, a School vehicle. If an employee is caught by the police using a hand-held mobile phone or similar device, the individual can expect to receive an automatic fixed penalty notice. The School will not be responsible for any civil or criminal liability resulting from an employee being caught using a mobile phone whilst driving.

## **7. Confidentiality**

7.1 All employees owe the School a duty of confidentiality. Employees should not reveal or disclose any confidential information about the School, its business or operations on any mobile device. An employee using a mobile phone at work may inadvertently risk breaching their duty of confidentiality. All employees should be mindful of their duty of confidentiality at all times – particularly when using mobile phones or accessing the internet in the workplace (during breaks and lunch time periods).

## **8. Breach of policy**

8.1 All staff are expected to comply with this policy. Any deviations from the standards laid down in this policy will be treated as a breach of School rules and employees may be subject to disciplinary action up to and including dismissal.

This policy and procedure is non-contractual and will be reviewed annually.