

# SIR JOHN HUNT COMMUNITY SPORTS COLLEGE

## STAFF MOBILE DEVICE POLICY

### 1. Aim

The aim of the Mobile Device 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 devices are effective communication tools - which in turn can contribute to safeguarding practice and protection.

### 2. Scope

This policy applies to all individuals who have access to personal or work-related mobile devices on site who have access to children or young people.

### 3. Policy statement

It is recognised that it is the enhanced functions of many mobile devices 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 devices can cause an unnecessary distraction during the working day and can be intrusive when used in the company of others.

### 4. Procedures

#### 4.1 Personal mobiles

**Practitioners** are permitted to have their mobile devices about their person; however there is a clear expectation that all personal use is limited to allocated lunch and or breaks when not on duty. This use is restricted to spaces such as the staff room, leadership bases and offices where there are no students present. Breaks are those at agreed contractual times.

Other than in agreed exceptional circumstances, devices must be switched off and calls and texts must not be taken or made during work time.

Practitioners are not permitted, in normal circumstances to use their devices for taking, recording or sharing images. Staff on trips or offsite activities may use their device for the taking of images related to the event for College use but these must be transferred to admin shared or the media server within 24 hours or on return from the event if it is for a longer duration such as a residential. The media must be deleted from the device and all linked devices which may have duplicate copies of the media as soon as the transfer has taken place.

Practitioners are not permitted to use their own personal devices for contacting children, young people and their families within or outside of the setting.

**Parents, visitors and contractors** are respectfully requested not to use their mobile devices in the presence of children and young people.

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

In the interests of protecting staff, children and young people, mobile devices should not be used in areas such as sleep areas (such on a residential trip), changing rooms, toilets and showers etc.

#### **4.2 Emergency contact**

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

Practitioners, therefore, in agreement with the Principal or a Vice Principal may in exceptional circumstances be permitted to keep the volume of their device switched on. This is to enhance their own well-being and piece 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.

#### **4.3 Safe storage**

A designated safe and secure area for practitioners to store their personal belongings during the working day is available. Practitioners have the **option** to store their mobile devices in this area, should they choose. This however is not a mandatory requirement.

Practitioners leave their belongings in safe storage at their own risk. It is therefore recommended that devices 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 against any unfounded allegations.

#### **4.4 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 permitted to be made on the work mobile and will be charged accordingly at the agreement of the Principal. Contact or calls can be made via the work mobile in the event of an emergency. All calls are logged and distributed accordingly to

meet financial regulations and for staff to identify personal calls so that they can be charged.

The use of work mobiles should be limited as much as possible to designated work areas such as offices and leadership bases.

#### **4.5 Driving**

If any practitioner is required to drive in a working capacity, and has responsibility for the work mobile, the device must be switched off whilst driving. It is strongly recommend that practitioners follow the same procedures regarding their own personal mobile devices.

Under no circumstances should practitioners drive whilst taking a device call. This also applies to hands-free and wireless connections, which are considered a distraction rather than a safer alternative.

## 5. Summary grid

	Staff & other adults				
Personal Mobile Devices	Allowed	Allowed at certain times	Allowed for selected staff	Allowed with special permission	Not allowed
Mobile devices may be brought to college	✓				
Use of personal mobile devices in lessons e.g. for taking registers				✓	
Use of mobile devices during designated breaks and lunches (staff room, offices or leadership bases).	✓				
Capturing media involving children on personal mobile devices – trips and College offsite events only				✓	
Use of personal mobile devices in changing rooms, toilets, sleeping areas and showers.					✓

	Staff & other adults				
Works Mobile Devices	Allowed	Allowed at certain times	Allowed for selected staff	Allowed with special permission	Not allowed
Works mobile devices may be brought to college	✓				
Use of works mobile devices in lessons			✓		
Capturing media on works mobile devices – must be stored securely	✓				
Use of work mobile devices whilst driving					✓
Use of personal mobile devices in changing rooms, toilets, sleeping areas and showers.					✓