



STAFF MOBILE PHONE POLICY

Purpose

This policy has been developed to ensure the safe and appropriate use of work mobile phones within Inspire Multi Academy Trust.

Inspire Multi Academy Trust recognises that:

- There is a risk to the Health and Safety of site and IT staff, particularly whilst working alone (Lone Working) and to mitigate the risk, there is a need for a work mobile phone to be supplied and used in discharging their roles and responsibilities.
- Site and IT staff need a mobile phone with a camera as this enables them to photograph any damage to equipment or photograph property which requires repair etc. This process will assist them in fast tracking repair quotes, locating replacement parts etc. and the images can then be sent to contractors remotely from the device via email.
- This policy, understood and agreed by staff issued with a work mobile phone is to ensure safe use of work mobile phones in connection with safeguarding procedures. In signing the agreement, staff who have been issued a work mobile phone agree to observe the conditions identified within the policy at all times.

Acceptable Use

- Work related calls to and from your mobile device.
- Photographs taken for work related purposes.
- Checking, sending and receiving work related email communication.
- Checking, sending and receiving work related text message communication.
- Use of internet sites which are linked to your role e.g. Software companies, Screwfix, Tool Station etc.
- Only authorised individuals have access to a work mobile phone and personal calls, text or other correspondence are **not** permitted to be made on the work mobile phone at any time. Work mobile phones should **not** be used whilst driving.

Unacceptable Use

- Calls or text messages made from the device which are not in connection with Trust business i.e. personal calls, texts or emails. The phone will be used strictly for work related purposes only and all calls and texts are subject to routine inspection.
- Photographs taken which are not in connection with your role. The camera will be used strictly for work related purposes only and all images are subject to routine inspection.

- The device must not be used where children are present unless in urgent circumstances. The device may only be used in the presence of children in urgent circumstances and where another adult is present.
- Use of any internet sites, social media, games or apps which are not linked to your role. The phone will be used strictly for work related purposes only and all images are subject to routine inspection.
- Work mobile phones should not be used whilst driving. Staff should pull over when safe to do so if they need to use their work mobile phone.
- Personal phones should be left in your staff locker or other designated admin area. Personal phones should not be in your possession when on shift.

Monitoring

Inappropriate use of any staff mobile phone is **not** permitted. To ensure there is no inappropriate use by staff, all staff mobile phones will be surrendered for planned and ad-hoc inspection. Your usage will be monitored as follows:

- The Headteacher/School Business Manager, and/or Line Manager will periodically review the images on the mobile phone to ensure appropriate usage. If inappropriate images are found, the user will face disciplinary action.
- The Headteacher/School Business Manager, and/or Line Manager will periodically review the call register or text message outbox to ensure appropriate usage. If non-work related calls or texts are found to have been made, the user will face disciplinary action.
- To ensure there is no inappropriate use of a works mobile phone, staff **must** sign a “Staff Mobile Phone Declaration Form” which requires them to adhere to the following Trust policies:
 - Staff Mobile Phone Policy
 - Child Protection Policy
 - Digital Imagery Policy
 - Lone Working Policy

Expected Use

- Staff who are issued a mobile phone **must** carry their work mobile phone at all times whilst on duty.
- Site staff are key holders for their relevant Academy, work mobile phone numbers will be registered with the Alarm Centre. Keyholders may need to be contacted in the case of an emergency therefore work mobile phones should be available when off duty however, not when on annual leave.

Only authorised individuals have access to a work mobile phone.

Mobile phones issued to staff remain the property of Inspire Multi Academy Trust who reserve the right to withdraw equipment at any time.

Any inappropriate use may result in notification to the Police or appropriate body and could result in disciplinary action being taken against you. Such action could ultimately lead to the employee’s dismissal.



STAFF MOBILE PHONE DECLARATION FORM

Name of Staff:		Date:	
Mobile Number:		Handset Model:	
		Handset IMEI:	

I have read and agree to comply with the Staff Mobile Phone Policy. I have also read and understood the following Trust policies:

- Child Protection Policy
- Digital Imagery Policy
- Lone Working Policy

I agree that my Headteacher, School Business Manager, Line Manager, or any appointed Senior Leader within the Trust can complete a planned or ad-hoc security check of my work mobile phone. This will include a review of images, call logs, internet searches, text messages and any other relevant data stored on the handset.

In addition to planned or ad-hoc checks of the device, I agree to surrender the device to an appointed person in order for routine inspection to be conducted. A routine inspection will include a review of images, call logs, internet searches, text messages and any other relevant data stored on the handset. The Staff Mobile Phone Log will be utilised to evidence the completion of the check and this will be held in my personnel file.

Agreement

I agree to utilise the device in line with the acceptable use agreement. I agree to surrender the device for planned or ad-hoc inspection as required.

Where a camera is fitted to the device, I accept that the camera **must not** be used where children are present and **must only** be used for work related purposes, as outlined in the Staff Mobile Phone Policy.

I will refrain from using my work mobile phone where children are present other than in exceptional circumstances i.e. emergencies, urgent technical faults etc. Where using my work mobile phone where children are present, this **must** be in the presence of another member of staff and will be in line with work related purposes, for example to photograph a fault, damaged equipment or to seek technical support to resolve a class based issue.

Signed Employee:		Date:	
Signed Headteacher:		Date:	

A copy of this form should be added to the employee's personnel file.



STAFF MOBILE PHONE INSPECTION LOG

Name of Staff Member:			
Mobile Number:		Handset Model:	
		Handset IMEI:	

Inspection Detail							
Inspection Date	Inspection Time	Images	Call Logs	Internet Search	Text Messages	Issues Identified (Please Detail)	Completed By

Where issues have been identified during an inspection, full details should be recorded and the mobile phone along with the Inspection Log should be passed to the Headteacher who will seek appropriate advice.