

# Use of Personal Devices and Mobile Phone Policy: Staff and Visitors

V0.1

This document applies to all academies and operations of Cambrian Learning Trust.

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Document Control			
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## Introduction and Aims

Cambrian Learning Trust (The Trust) recognise that personal communication through mobile technologies is an accepted part of everyday life for learners, staff and parents / carers, but technologies need to be used safely and appropriately within the schools in the Trust.

**‘Personal devices’ include mobile phones, smart watches, tablets, iPods, MP3 players, and games consoles, as well as the use of ear buds or headsets connecting to these devices when at work.**

**These shall be referred to as ‘mobile devices’ throughout this document.**

Our policy aims to:

- Promote, and set an example for, safe and responsible phone and device use.
- Set clear guidelines for the use of mobile devices for staff, parents, visitors and volunteers.
- Support the school’s other policies, especially those related to child protection and behaviour.

This policy also aims to address some of the challenges posed by mobile devices in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

## Roles and Responsibilities

### Staff

This policy applies to all staff and contractors employed to carry out work on behalf the Trust, where those contractors work under the direction and control of the Trust, who have access to personal or work-related mobile devices on site.

This policy provides guidelines and instructions for the appropriate use of mobile devices during school operational hours.

This policy also applies to non-employed Members, Trustees, Governors and Volunteers.

The following people should be made aware of this policy where appropriate: visitors, community users, contractors, suppliers, parents, carers, young people and pupils. This list is not exhaustive.

This policy also applies during excursions and extra-curricular activities both on school premises and off-site.

Head teachers and their Deputies are responsible for bringing this policy to the attention of any person within the scope above within for their respective school/s.

All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Headteacher and senior leadership team is responsible for monitoring the policy every three years, reviewing it, and holding staff and pupils accountable for its implementation.

## Governors

Alongside the senior leadership team, the local governing board are responsible for monitoring or reviewing this policy every three years. In the instance of a breach of the policy the chair of governors will be made aware by a member of the senior leadership team.

## Use of Mobile Phones and other Personal Devices by Staff

### Personal Mobile Devices

Effective guidance is required to avoid the use of mobile devices 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 device on site, including pupils, parents and visitors, as detailed below:

- Staff are permitted to have their personal mobile devices about their person; however, there is a clear expectation that all personal use is limited to allocated lunch and/or breaks.
- Other than in agreed exceptional circumstances, personal devices must be switched off and calls and texts must not be taken or made during lesson time.
- Staff are not permitted, in any circumstance, to use their personal devices for taking, recording or sharing images and 'mobile free' areas must be observed at all times.
- Staff are not permitted to use their own personal devices for contacting pupils and their families within or outside of the school setting, with the exception of those pupils and staff that are personal relations.
- Parents, visitors and contractors must not use their mobile devices 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 pupils 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 personal mobile device.
- Any individual bringing a personal device into the setting must ensure that it contains no inappropriate or illegal content.
- In circumstances where immediate contact is needed, then staff should let family / their child's school know to call Reception as personal devices will be switched off during lessons.

*Note: Schools and Central offices may have their own arrangements for where personal devices can be used appropriately by staff, visitors or contractors. This may include the use of devices for listening to music or audiobooks, for example, whilst undertaking work. Where this applies, 'device free' areas must still be observed, and no pictures or recordings should be taken on school premises or representing the school off site without consent. Consideration by the line manager or Headteacher should be given to the task or work being undertaken (e.g. lone working, use of equipment), and whether the use of the device represents a risk to health, safety, or disruption to others. If this is the case, the device must not be used.*

## Data Protection

Staff must not use their personal mobile devices to process personal data, or any other confidential school information.

For further information, please refer to the data protection policy and ICT acceptable use policy.

## Privately Owned Communications Devices Used for Business Purposes

The use of personal communications devices for business purposes will be the liability of the individual concerned. Reimbursement of such calls will not be standard practice unless exceptional circumstances occur and authorisation is sanctioned by the Head teacher of the school, for all school-based staff, or Chief Operations Officer (COO) for all Central team staff.

**If work information and/or data is/can be accessed through a privately owned communication device the device MUST be password protected (or equivalent). Measures MUST be taken to ensure no unauthorised access to work information/ data.**

*Note: Staff bring their personal belongings, including mobile devices, on to the premises at their own risk. It is recommended that devices are security marked, password protected and insured. No liability for loss and damages is accepted.*

## Safeguarding

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. When mobile devices are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to pupils; 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 devices 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 within all settings are:

- Changing areas – (classrooms whilst pupils are changing for activities)

- Toilets

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

Staff must refrain from giving their personal contact details to parents or pupils, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or pupils. Further guidance can be found in the academy ICT acceptable use policy.

Staff must not use their mobile devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it's necessary to take photos or recordings as part of a lesson/school trip/activity, this must be done using school equipment.

## Using Personal Mobiles for Work Purposes

In some circumstances, it may be appropriate for staff to use personal mobile devices for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips
- Supervising residential visits (see below)
- Multi-factor authentication (where applicable)

The process for staff to contact parents during a residential trip will vary by school. However, each school should consider the best method to enable effective communication (two-way where necessary) while avoiding situations that compromise the staff member's privacy. There are ways to avoid staff contact details being shared with the parents and pupils, such as:

- using a school phone or SIM during the residential trip
- using the school office as a contact during school hours
- having a local (to the school) contact out of school hours, who will be the central communication point for parents. This local contact will then liaise between parents and the staff supervising the residential group.

The school recognises the importance of emerging technologies present in modern mobile devices e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. Teachers may wish to utilise these functions to aid teaching. Staff need to apply caution when using their personal devices in these situations.

For example, checking what is showing on their device screen before plugging it into a larger screen which is visible to pupils and using “airplane mode” to ensure no inappropriate notifications appear on-screen while teaching.

In an emergency situation i.e. to contact emergency services or an emergency evacuation staff are given permission to use their personal mobile devices. In these circumstances, staff will:

- Use their mobile devices in an appropriate and professional manner, in line with our staff code of conduct
- Not use their devices to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their devices to contact parents. If necessary, contact must be made via the school office

## Work Mobile Devices

Trust mobile communications devices are allocated for business use based on the need of an individual’s work requirements. They may be used for personal use so long as it does not interfere with business needs, is not excessive and is for acceptable purposes.

Examples of “**Not excessive and acceptable**” use are making short local telephone calls and ringing home to confirm arrival at destination.

Examples of “**Unacceptable**” use are use of chat lines, participating in chain messaging, personal picture messaging, personal internet / data use and personal business use.

The Trust will provide appropriate communications devices where there is a clear business need and that need has been justified.

A number of mobile devices may be available at each site for use as pool phones as and when required. The number of these devices will be determined by the Headteacher.

Pool devices are not to be allocated to individuals on a long-term basis.

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 are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation. The phone must be stored securely when not in use.

Any loss or theft of a school mobile device must be reported immediately to the school office as the school remains responsible for all call costs until the device is officially reported lost or stolen.

School SIM cards must only be used in mobile devices owned by and provided by the school for educational purposes. At no point should a school issued mobile device be used as a 'dual sim' mobile device by adding a staff members own personal sim. The crossover in personal / work related data when doing this could potentially cause a serious data breach for the Trust.

Upon leaving the employment of the school, any staff member in possession of a school mobile device must ensure that this device is returned to their manager.

## Driving whilst using a Mobile Communications Device

This policy applies when mobile communications devices are being used for business or private reasons and applies when driving any vehicle on Trust business on all roads and highways in the UK.

This policy also applies when driving on roads and highways overseas, unless the local laws on the use of mobile communications devices are stricter, then those laws will apply.

If any member of staff is required to drive in a work capacity, and has responsibility for a work mobile, the device must be switched off whilst driving unless a hands-free kit is being used. It is strongly recommended that staff follow the same procedures regarding their own personal mobile devices.

Holding a communication device in hands or between ear and neck whilst driving, including when in a traffic jam or at traffic lights when the car is running, is not permitted.

The sending of text messages, emails or faxes, using video links, connecting with the internet, making outgoing telephone calls, and using palm tops and personal

organisers whilst driving is not permitted, unless a hands-free kit is used and can be operated safely. It is strongly recommended that using a mobile device with a hands-free kit, whilst driving, is only permitted for navigation, or the brief receipt of calls to advise the caller you are driving and will make further contact when you have found a safe place to stop.

Fixed or mobile navigation aids should not be programmed whilst individuals are driving.

The Trust does not approve of the use of mobile communication devices whilst driving, other than detailed above. Staff found to be using devices in an unapproved manner may be subject to disciplinary action.

Staff are liable for their own fines resulting from any prosecution.

## Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

See the school's staff disciplinary policy for more information.

## Use of Mobile Devices by Parents, Volunteers and Visitors

Parents, visitors and volunteers (including governors and contractors) must adhere to this policy as it relates to staff if they are on the school site during the school day.

This means:

- Not taking pictures or recordings of pupils
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using devices in lessons, or when working with pupils
- Not using mobile devices to answer calls around the premises during the school day.

Parents, visitors and volunteers will be informed of the policy for mobile device use, specifically how it applies to them, when they sign in at reception or attend a public event at school. The way in which this is communicated is down to each School, but the Headteacher must ensure that it is communicated appropriately. There may be "no mobile phone" signs displayed, or a section included in the signing in app information.

Parents or volunteers supervising school trips or residential visits must not:

- Use their device to make contact with other parents
- Take photos or recordings of pupils, their work, or anything else which could identify a pupil

Schools should include the rules for the use of mobile devices onto their risk assessments for school trips and residential visits. This Risk Assessment will need to be shared and signed by all adults prior to the trip.

Parents or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their devices, as set out in the Use of Personal Devices and Mobile Phone Policy: Students.

Parents must use the school office as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on his/her personal mobile device during the school day.

## Loss, Theft or Damage

The Trust accepts no responsibility for mobile devices that are lost, damaged or stolen on school premises or transport or during school visits or trips.

Lost phones should be returned to the Headteacher or one of the Central offices. The school will then attempt to contact the owner.

## Monitoring and Review

The school is committed to ensuring that this policy has a positive impact of pupils' education, behaviour and welfare. When reviewing the policy, the school will take into account:

- Feedback from parents and pupils
- Feedback from teachers
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority or other relevant organisations.

## Definitions/Abbreviations

<b>The Trust</b>	Cambrian Learning Trust
<b>Mobile Communication Devices</b>	This means any device that performs an interactive communication function by transmitting and receiving data or speech such as mobile phones, emails, faxes, pictures, video conferencing, connecting with the internet, using interactive Personal Digital Assistants and navigation aids, and operating palm pilots and personal organisers.

## Related Policies and Procedures

- IT Acceptable Use
- Relational Behaviour
- Anti-bullying
- Safeguarding
- Data Protection
- Driving for Work
- Disciplinary
- Educational Visits
- Social Media
- Use of Personal Devices and Mobile Phones: Students

## Relevant Legislation and Government Guidance

- [Searching, Screening and Confiscation](#)
- [Education and Inspections Act 2006](#)
- [Keeping children safe in education 2024](#)