

## **Mobile Phones (Personal) Policy**

### **Purpose**

To provide clarity and guidance about the use of personal mobile telephones by employees, agency workers, volunteers and visitors to the school and is additional to National Autistic Society (NAS) policy on the use of personal mobile telephones.

### **Scope**

This policy applies to all employees, agency workers, volunteers in and visitors to the Robert Ogden School. It relates solely to the use of personal mobile phones, not to the use of phones issued by the NAS for work purposes.

### **Safeguarding is everyone's responsibility**

At the Robert Ogden School, we have a responsibility for safeguarding and promoting the welfare of all pupils. We all play a role in safeguarding the pupils and protecting them from harm is paramount and everyone's responsibility.

### **Mobile Phones (Personal) - Procedure**

1. All Employees, agency workers, volunteers whose work brings them into direct contact with pupils we support are required to lock their mobile phone away in an area designated in the school. This could be a staff cupboard or locker. They are not allowed to have their personal mobile phone on their person while at work. The school is not responsible for items that are lost or stolen, it is your responsibility to keep it safe.
2. Employees, agency workers and volunteers are not permitted to take their personal phone with them when on an external visit with the pupils. A school phone will be provided.
3. In exceptional circumstances where a personal call may need to be made or received permission may be granted by a senior member of staff, this will be at their discretion.
4. Personal mobile phones or smart watches with camera/video capability - under no circumstances are photographs or videos to be taken of the pupils we support on these devices. Where you are aware that this has happened you should report it immediately to your manager.
5. You are not permitted to receive messages and calls through your Smart watch during working hours. Messages and calls must be disabled while working with the pupils.

6. Failure to adhere to points 3,4 and 5 may lead to the conduct management procedure being implemented.
7. Employees, agency workers or volunteers should **never** contact pupils or parents/carers from their personal mobile phone or give their mobile phone number to pupils or parents/carers. If an employee, agency worker or volunteer needs to make telephone contact with a pupil or parent/carer, they should use the school telephone.
8. Visitors to the school should be informed of this policy and procedure on arrival.

Review date December 25  
Teresa Steel