

## Staff Mobile Phone Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
Oct 2018	Oct 2019	January 2020	2	January 21
		October 2020	3	October 21

## Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes staff, volunteers, proprietors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation:-

- Safeguarding and Child Protection Policy
- Behaviour and Anti-bullying Policies
- Staff Code of Conduct
- e-Safety policy

## Responsibilities

- Staff will only use mobile technology including mobile phones for school related research and communication including: voice calls, sms, messaging, communication apps such as Google Chat/Hangout and wider internet use.
- Staff will use mobile technology discreetly in front of pupils so as not to disrupt lessons or activities.
- Staff will not use mobile technology for personal use on school premises.
- Under no circumstances will staff use mobile technology as an instrument of bullying or harassment directed against pupils and/or other staff.
- Under no circumstances will staff send to, or accept from, colleagues or pupils, texts or images that could be viewed as inappropriate.

## Code of Conduct

A code of conduct is promoted with the aim of creating a cooperative workforce, where staff work as a team, have high values and respect each other; thus creating a strong morale and sense of commitment leading to increased productivity. Our aim is therefore that all practitioners:-

- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours
- Are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the school, which is agreed to by all users. All staff will sign the Code of Conduct.

This policy is approved by the Co-CEO of The Green Room Foundation

Co-CEO:\_\_\_\_\_

Date:\_\_\_\_\_