

Reviewed March 2026

Update Due March 2028

Policy
for
Work Phones within The Grove School

- Some members of staff are provided with a mobile phone by the school for work purposes.
- Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation by the Headteacher or in her absence the Deputy Head Teacher.
- Staff must: Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.
- Work phones will remain within school and will be available for parents to contact staff between 8.00 am and 4.30pm only.
- Parents can contact school on an encrypted messenger to ensure data protection.
- There will be no group chat provision on the work mobile phones.
- If out on a school trip and there is an emergency, staff will use their own mobile to contact the office, who will then contact the parents, this will ensure that any data on the work phone is safely stored within the school building at all times.
- The Class Lead will be responsible for the safe storing of the work mobile and spot checks will take place to check this is carried out.
- Work mobiles must remain charged at all times.
- Staff will answer any communication away from children within the class group.

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I have read and understood the new policy for work mobiles in the Grove School and will take responsibility for the phone when in my possession.

Signed:

Date: