

Making young lives musical.



Mobile Device Policy

Working for Barnet Education Arts Trust (BEAT)

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**ARTS COUNCIL
ENGLAND**

BARNET EDUCATION ARTS TRUST
BARNET MUSIC HUB

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1. Introduction

This policy outlines the acceptable use of mobile devices i.e. phones, tablets, Ipads and other internet enabled devices, at BEAT in the context of safeguarding, underpinned by our statement of vision and values which permeates everything we do and say.

At BEAT we recognise the vulnerability of our students and the potential for exploitation and abuse through the inappropriate use of mobile devices. We take steps to ensure that our safeguarding procedures are all-encompassing and robust.

When visiting a school or other establishment all BEAT members of staff must make themselves aware of and abide by the school's mobile phone/ device usage policy.

In the event of a conflict between BEAT's mobile device policy and the school's policy, the CEO of BEAT must be informed immediately so that a speedy resolution can be negotiated.

This policy aims to ensure:

- The awareness of all staff (including students on placement, volunteers and external partners) is raised in their role of safeguarding.
- A secure environment in which students (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes and make sure that students receive the undivided attention of adults at all time

Key principles which underpin this policy:

- The safeguarding of students is of paramount importance
- Every staff member is accountable for the safeguarding of our students
- All students have a fundamental right to be protected from harm
- Every child has a right to be valued as an individual and treated with dignity and respect

At BEAT we recognise that mobile devices play an important part in our lives and when used as they are intended, can bring substantial benefits. We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies student's right to dignity, privacy and respect and satiates a desire to exploit. They also have the potential to distract staff from their work.

2. Office Staff

In the interest of the office environment, staff will not use their personal mobile telephones excessively during office hours.

Short calls from family members (to give an important message or impart urgent family business) are acceptable but these should not be for longer than five minutes and there should not be an excessive number of calls in any one day.

In circumstances where something urgent needs to be dealt with that takes longer than five minutes the call must be taken outside the office

Devices supplied by BEAT may be used for the sole purpose of carrying out BEAT

work.

3. Teaching Staff in Schools

When visiting a school or other establishment all BEAT members of staff must make themselves aware of and abide by, the individual school's mobile phone/device usage policy.

Staff members (including volunteers and students on placement) may bring mobile devices onto the school site on the understanding that the device:

- must be switched to silent/airplane mode when entering a school.
- is used for calls only in spaces where no students are present.
- must not be used to take photos of students except in very exceptional circumstances when permission from a manager must have been sought and granted in advance, so that you are fully compliant with the school/setting's privacy and safeguarding policies. Any images must be erased as soon as possible in the presence of a work colleague.
- must only be used for completing registers or for educational purposes i.e. tuning an instrument, metronome, backing tracks, searching a composer.

Tutors who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution. Tutors are strongly discouraged from doing so.

Tutors should not make direct contact by mobile phone to any pupils/students.

4. Teaching Staff in BEAT Led Activities

When visiting a school or other establishment, all BEAT members of staff must make themselves aware of and abide by the school or setting's mobile phone/device usage policy.

Staff members (including volunteers and students on placement) may bring mobile devices onto site on the understanding that:

- Mobile phones must be switched to silent or airplane mode when entering a site.
- Mobile phones are used for calls only in spaces where no students are present.
- When off-site, designated members of the group will have a mobile phone available for emergency contact with BEAT, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.
- Personal mobile devices must not be used to take photos of students except in very exceptional circumstances when permission from a manager must have been sought and granted in advance and the image erased as soon as possible in the presence of a work colleague.
- Tutors who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with extreme caution. Teachers are strongly discouraged from doing so.

- Tutors are permitted to use their mobile devices for educational purposes in the student environment i.e completing registers, tuning instruments, backing tracks or metronomes.

This information is shared with new staff members as part of the induction process.

5. Staff With Work Mobile Devices

All staff issued with a BEAT mobile phone must only use that mobile number for work related calls and e-mails

It is the responsibility of all staff members to exercise vigilance at all times and to raise concerns as soon as possible, either directly with the person who is contravening expectations or by reporting the incident to a manager as soon as possible after the event.

Staff issued with any other BEAT Mobile devices must only use that device for the sole purpose of BEAT work.

6. Safeguarding

In the event that you have a concern or are contacted by external party regarding a safeguarding emergency, the Designated Safeguarding Lead (DSL), and Deputy Designated Safeguarding Lead (DDSL) should be contacted immediately concern is raised/reported. Detail surrounding reported incidents will be investigated and action taken accordingly. If a staff member is found to have contravened policy expectations the matter will be dealt with as a disciplinary matter.

BEAT's Designated Safeguarding Lead (DSL) is Sharon Broughall (CEO) 07773 893662

BEAT's Deputy Safeguarding Lead is Kerry Reid (Director, Standards and Excellence) 07773 893 721

7. Policy Monitoring

This policy will be formally reviewed by the date on the cover page. During the time between Issue and Review, it will be monitored and amended to ensure it keeps up with accepted practices and the law.

8. Declaration

All staff are required to sign this document to signify that they have read and understood this policy

Please only sign if you have fully read the BEAT Mobile Device Policy. By signing the acceptance form you are agreeing that you have fully understood the BEAT Mobile Device Policy. Please contact your line manager if you have any questions or concerns.

Please make a copy this page, sign it and return it to your line manager. Keep this original page with your copy of the policy.

I hereby confirm that I have read and fully understood the terms and conditions document attached and will strictly follow the BEAT Mobile Device Policy.

Name**Signature *.....**

Date

Document History

Date	Reason for Change	Change Controller
May 2022	New	SB & PSW

Signed  Chair of Trustees

Date 10/06/22

Signed  Chief Executive

Date 10/06/22