

Trust- Education Group Ltd

Staff Mobile Phone and Social Media Policy

Policy Statement

Trust-Education Group Ltd is committed to safeguarding and promoting the welfare of all pupils, maintaining the highest standards of professional conduct among staff, and ensuring a safe, secure, and respectful learning environment. This policy provides clear guidance on the use of mobile phones and social media by employees, volunteers, and other personnel, to protect pupils, maintain professional boundaries, and safeguard the reputation of the Trust.

This policy applies to all employees of Trust Education, including teaching and non-teaching staff, supply teachers, volunteers, trainees, apprentices, contractors, and other professionals working on site.

All staff are required to read, understand, and comply with this policy at all times. Non-compliance may result in disciplinary action, up to and including dismissal.

Mobile Phone Use Policy

Acceptable Use

Staff may bring personal mobile phones onto Trust-Education premises under the following conditions:

- Phones must be switched off or on silent mode during teaching hours and in areas accessible to pupils.
- Mobile phones may be used only during designated breaks or in staff-only areas such as staffrooms and offices.
- School-issued or Trust-approved devices may be used for educational or administrative purposes in accordance with this policy.
- Mobile phones may be used in emergency situations with prior notification or approval from a senior leader.

Prohibited Use

Staff must never:

- Use personal mobile phones in classrooms, corridors, playgrounds, or other pupil-accessible areas during teaching hours.
- Take photos, videos, or audio recordings of pupils or colleagues on personal devices.
- Make or receive personal calls or messages in the presence of pupils.
- Use mobile phones during off-site activities, educational trips, or transport unless explicitly authorised for professional purposes.

Emergency Protocols

In personal emergencies, family or others should contact the school office. The office will relay urgent messages discreetly to minimise disruption to teaching and learning.

Security and Storage

Personal mobile phones and devices should be securely stored during work hours, particularly in classrooms and communal areas. Lost, stolen, or compromised devices must be reported immediately to a senior leader or the IT department.

Social Media Use Policy

Professional Boundaries

Staff must maintain strict professional boundaries online. Guidance includes:

- Use only school-approved platforms for communication with pupils, parents, or guardians.
- Maintain separation between personal and professional social media accounts.
- Refrain from posting opinions, images, or content that could compromise professional integrity or the Trust's reputation.

Prohibited Social Media Use

Staff must never:

- Accept friend/follow requests from pupils or ex-pupils under 18 on personal accounts.
- Post or share content that is confidential, defamatory, offensive, or harmful about pupils, colleagues, or the Trust.
- Share images or videos of pupils or school-related activities on personal accounts, even with consent.
- Engage in online debates or discussions that conflict with Trust values or compromise professional standards.

Privacy and Security Measures

Personal social media accounts should have the highest privacy settings to minimise risk. Staff must never discuss work-related matters online, including pupil behaviour, incidents, or internal decisions. Staff should regularly review their online presence and remove any content that may be deemed inappropriate or compromising.

Safeguarding and Child Protection

Any misuse of mobile phones or social media that raises safeguarding concerns will be addressed immediately in line with the Trust's Safeguarding and Child Protection Policy. This may include referral to the Local Authority Designated Officer (LADO), reporting to the police or other regulatory authorities, and internal investigation or disciplinary action.

Staff should prioritise pupil welfare and safety over personal convenience when using technology.

Disciplinary Action

Breaches of this policy will be treated as a serious disciplinary matter, which may include unauthorised recording, photographing, or sharing of pupil images, posting defamatory or offensive content about the Trust, staff, or pupils, or repeated breaches of mobile phone or social media protocol. Disciplinary consequences may range from formal warnings to dismissal, depending on severity and impact.

Training, Monitoring, and Compliance

All staff must sign a declaration confirming they have read and understood this policy at induction and annually thereafter. The Trust will provide regular training on the safe and professional use of mobile phones and social media. Senior leaders and designated safeguarding leads will monitor compliance and investigate any reported misuse.

Policy Review

This policy will be reviewed annually to ensure alignment with legislation, best practice, and safeguarding guidance, and following any significant incident or changes in statutory guidance. Staff will be promptly notified of any updates or amendments.

References:

- Keeping Children Safe in Education (DfE, latest edition)
- UK General Data Protection Regulation (UK GDPR)

- Trust- Education Safeguarding and Child Protection Policy

Policy Lead	Melissa Wainman Proprietor
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