

Policy for use of telephones during work time

College Governance Status

This policy has been adopted by the College's Governing Body and was re-issued in September 2014. It will be reviewed every three years or as required in the light of relevant new guidance or legislation.

Review dates	By Whom	Approval date
September 2014	Staff and Governors	15.09.14
June 2017	Staff and Governors	25.9.17

Signed by the Chair:



COLLEGE PHONES

- The Local Authority policy is that telephones in the place of work should not be used to make calls for personal, social purposes. However, calls can be made in cases of emergency/urgency to doctors and dentists, etc, and for checking on family members when illness occurs.
- If a member of staff has a legitimate reason to dial an international number, they should inform Carolyn Wilkinson (Normanby Site) or Lorraine Pound (Scoresby Site) in advance. Such calls should be kept to an absolute minimum.
- Incoming calls for personal/social purposes should be kept to an absolute minimum.
- Where possible, direct dialling (normally by inputting your extension number) should be used by your personal callers. You should inform your contact that when using this number, if it is NOT answered after four rings then you are not available at that time, and they should hang up - this alleviates telephone 'traffic' at reception and the main office.
- It is acceptable to give your work number to those who cannot contact you out of your working hours.
- It is also accepted as a matter of course to give your work number for emergency contact by family members, etc.

MOBILE PHONES

- Mobile phones are a recognised part of everyday life, but their use should still be restricted to emergency and vital calls during the working day to prevent disruption to teaching and learning and the wider working environment of the College community.
- It is not expected that mobile phone use, for calls or texting, for personal business, should occur with any regular frequency during your work time.

NYCC policy for NYCC staff use of mobile phones whilst driving

- You must drive safely and lawfully at all times and ensure that you exercise proper control of any vehicle of which you are in charge. You must pay due care and attention, and ensure that you do not allow yourself to be distracted, or cause danger to yourself, passengers or other road users.
- **When you are driving or in control of a vehicle in the course of your work for the County Council you must not operate a mobile phone.** This also applies when you are refuelling, within the confines of a refuelling area and other restricted areas as identified by safety warnings.
- When driving, use a messaging service, or allow a passenger to answer or make the call. If you have to make or receive an urgent call, then wait until you have identified the nearest point where it is safe to stop and switch off the engine of the vehicle before doing so.
- The use of **hand held mobile phones** whilst driving, or even with a vehicle engine running is a specific offence at any time. The offence, which covers the making and receiving of calls and pictures, text messaging or accessing the internet, can be committed even when a vehicle is stopped at traffic lights or in a traffic queue.
- Whilst **hands free mobile phones** are not yet specifically banned by law, driving in a careless or dangerous manner is an offence and unlawful. The use of a mobile phone even with a hands free kit reduces concentration and can cause a dangerous distraction.
- Therefore, if you operate a mobile phone whilst driving or in charge of a vehicle, in contravention of the legal requirements, you could be subject to prosecution and to disciplinary proceedings. If you are involved in an accident or other incident, it is standard practice for the police to take mobile phones from the scene and check the call record. The County Council could also be vulnerable to prosecution as a result of such actions during the course of your employment.