

THE HAVEN

Operated by the Autistic Girls Network charity — 1196655 (England and Wales), SC054837 (Scotland)

Mobile Phone Policy — Staff

Specialist online education for neurodivergent young people

Document	Mobile Phone Policy — Staff
Version	05.26
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Next review	21 May 2027
Owner	Head
Approved by	Proprietor + Governing Body

1. Purpose

This policy sets out the expectations on staff regarding the use of mobile phones and personal devices during the course of their work for The Haven. It supports safeguarding, professionalism, data protection, and respectful working environments.

2. Scope

This policy applies to all staff, volunteers, contractors and governors during the course of their work, whether in online sessions, training delivery, in-person events, or other The Haven / Haven activity.

3. Expectations during online sessions

- Personal mobile phones should not be used during live sessions except where required for the work itself (e.g. multi-factor authentication, professional communication relevant to the session).
- Notifications should be silenced or set to non-disruptive.
- Phones should not be visible to learners during sessions.
- Photographing or recording any part of a live session on a personal device is prohibited.

4. Communication with learners and families

- Staff must not contact learners or families via their personal mobile number, personal messaging apps, or personal social media accounts.
- All communication with learners and families goes through approved The Haven / Haven channels.
- A breach of this rule is treated as a serious safeguarding concern and is escalated under the Managing Allegations and Low-Level Concerns policies.

5. Storage of work-related information on personal devices

Staff should avoid storing The Haven information on personal devices wherever possible. Where work is conducted on a personal device, the BYOD Policy applies. Personal data must not be downloaded to a personal device except in line with that policy.

6. In-person events

- During in-person events, staff use phones professionally and discreetly.
- Phones must not be used to photograph or record learners, families or other staff without explicit consent.
- Calls and messages are managed in a way that does not disrupt the event.

7. Emergencies

Staff may use personal phones in genuine emergencies. The use of a personal phone in an emergency is recorded and reported to the Head.

8. Breach

Breach of this policy is addressed under the Staff Conduct Policy and, where appropriate, the Managing Allegations Policy. Persistent or serious breach may constitute gross misconduct.

9. Related documents

- Staff Conduct Policy
- BYOD Policy
- Online Safety Policy
- Data Protection Policy
- Safer Recruitment Policy
- Managing Allegations Policy
- Low-Level Concerns Policy
- Whistleblowing Policy

10. Review

This policy is reviewed annually by the Head and approved by the Board of Governors.

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