

Mobile Phone Procedure	Overall Responsibility:	Principal
<p>BASICS</p> <p>Mobile phones are an important communication tool, especially when staff or students are working remotely, e.g. to clarify a work situation, or in the rare case, to summon emergency services. There are, however, risks associated with the use of mobile phones, particularly when driving.</p>		
Action/Arrangements	Responsibility	
<p>Lone/remote working</p> <p>It is strongly recommended that should anybody be engaged in lone work, e.g. working on farm land, they carry a mobile phone with them at all times. It is also important to remember that they must have the ordnance survey map coordinates of where they are working so that if an incident occurs and emergency services are required, their location can be obtained. These coordinates can be obtained from the Ordnance Survey website. For the main areas of the college they are as follows:</p> <ul style="list-style-type: none"> • Kingston Maurward House SY715 910 • Animal Science Centre SY718 909 • Higher Dairy SY720 912 • Stinsford Farm SY711 912 	All managers, staff and students	
<p>Use of mobile phones when driving</p> <ul style="list-style-type: none"> • The use a mobile phone when driving on the College campus, or elsewhere on authorised College business, is strictly forbidden due to the safety risks to the user, other road users and pedestrians. This ban extends to the use of ‘hands-free’ phone use when driving as this can be equally distracting and unsafe. • If a phone call or text needs to be received or made when driving, the driver must pull over, when safe to do so, to an appropriately safe area and use the phone only when stationary and with the engine switched off. 	All managers, staff and students	
<p>General Use</p> <ul style="list-style-type: none"> • During working time, private phone use detracts from the commitment that can be given to employment, and as such cannot be condoned as it is unreasonable to expect an employer to pay for your time chatting to friends, or conducting your own business. • Use of mobile phones for other than lone/remote working during working hours should not occur without the prior agreement of the relevant line manager. Permission for use of mobile phones for non-work purposes during working hours should only be granted for important personal reasons, e.g. contact with a relative who is unwell, contact with children’s school if an incident occurs etc. Phone use during breaks is a matter for the individual, subject only to the restrictions placed on use when driving. 	All managers, staff and students	