**BLACKPOOL MUSIC SCHOOL**

**March 2024**

**TELEPHONE USAGE POLICY**

**Overview/Policy Statement**

Personal use of the Charity's telephone for long-distance and other calls is permitted only with the permission of the management in exceptional circumstances. Personal calls must be kept at a minimum, whether made on a charity phone or personal cell phone.

Managers, trustees, employees & volunteers are responsible for adherence to charity policy. Failure to do so may result in disciplinary action up to and including termination.

**Rationale**

* The Charity can incur substantial expenses relative to its telephone system, which has been installed and is maintained solely for the purpose of making and receiving telephone calls related to the charity’s business including calls abroad (if any) by designated officers within the organisation.
* Individuals who spend excessive amounts of time on personal telephone calls cannot effectively fulfil the duties of their jobs and may be disruptive to their colleagues.

**Eligibility/Scope**

This policy applies to all employees, volunteers and trustees of the charity.   
   
**Applying the Policy**

* Abuse of this policy will be treated like other performance problems.
* Although some personal telephone calls are necessary, these should be kept as brief as possible.
* Recognising that employees who live outside of the local calling area may have occasional need to place long-distance calls, advance management approval is required. Reimbursement to the Charity for long-distance calls may be required.
* Individuals may not use cameras, including those on personal cell phones, to take unauthorised photographs of any of the work of the Charity.
* As business needs dictate, departments and locations may decide to expand this policy as follows around the use of mobile phones. Mobile phones must be:
  + Turned off in work locations or left on an inaudible setting.
  + Used away from co-workers in non-work-related areas such as outside, in lobbies, empty conference rooms, halls and/or stairwells.
  + Used before or after the department's work hours or on breaks, if applicable.
  + Not used at all within any childcare environment

Signed:

Chairperson

Blackpool Music School Date: