



Mobile Phone Acceptable Use Policy

Responsibility for review of the policy	Date of Approval	Date of Review (Annual)
Fay Morris	01.10.2025	31.09.2026

1. Introduction and aims

At Kernow Tuition we recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for pupils, staff, parents and volunteers.
- Support the centres other policies, especially those related to the child protection and Safeguarding policy.

This policy also aims to address some of the challenges posed by mobile phones in schools and educational settings, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the centre

2. Roles and responsibilities

2.1 Staff

All tutors (including managers, co-ordinators and tutors out at locations, support staff, and covering tutors) are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by the company, must alert the leadership team if they witness, or are aware of, a breach of this policy. The Director is responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Tutors (including managers, co-ordinators and tutors out at locations, support staff, and covering tutors) are not permitted to make or receive calls, or send texts, while students are present unless in exceptional circumstances. Use of personal mobile phones must be restricted to non-contact time, and areas where students are not present.

There may be circumstances in which it's appropriate for a tutor to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members

The leadership team will decide on a case-by-basis whether to allow for special arrangements.

Supervisors and tutors must only use the tuition centre mobile phone and not personal mobile phones to contact parents.

3.2 Data protection

Tutors must not use their personal mobile phones to process personal data, or any other confidential school information. They must not contact clients directly. All communication will be through our main office.

3.3 Safeguarding

Tutors must refrain from giving their personal contact details to parents, clients or students, including connecting through social media and messaging apps. All parents will be provided with contact details on enrolling their child.

Tutors must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or students.

Tutors must not use their mobile phones to take photographs or recordings of students, their work, or anything else which could identify a student. If it's necessary to take photos or recordings as part of a session, this must be done using Kernow Tuition equipment.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for tutors to use personal mobile phones for work. Such circumstances may include but aren't limited to: Emergency evacuations from the centre, a student's home or school.

Tutors will use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct.

Do not use their phones to take photographs or recordings of student's, their work, or anything else which could identify a student.

Refrain from using their phones to contact parents. If it is deemed necessary to contact parents while not in the centre the tutor should call the leadership team for them to make contact with the parents.

3.5 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

4. Use of mobile phones by pupils

Students can bring mobile phones to centres.

Mobile phones need to be switched off and placed in the centre box at the start of the session and collected from the box as per our protocols.

Pupils must not use their mobile phones during the session.

4.1 Sanctions

If a pupil is found to be using their mobile phone in the centre, please remind them of our new policy. If the pupil refuses to put their phone in the safe box, then notify the centre manager who will communicate with the students' parents.

5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers must adhere to this policy as it relates to tutors if they are in the centre at all times.

This means:

- Not taking pictures or recordings of student's
- Using any photographs or recordings for personal use only
- Not using phones in lessons, or when working with student's
- Parents, visitors and volunteers will be informed of the rules for mobile phone use when they arrive at the centre.

6. Loss, theft or damage

Students bringing phones to centres must ensure that they hand in their mobile phones as per our policy

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.

Tutors must also secure their personal phones.

Failure by tutors to do so could result in data breaches. Kernow Tuition accepts no responsibility for mobile phones that are lost, damaged or stolen during their tuition in the centre or transport, during tuition within the centre, at home or in their school.

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