



Mobile Phone and Smart Device Policy

Policy Owner:	Operations Director
Approved By:	Directors
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1. Policy Statement

CAST Angling Project recognises that mobile phones, smartwatches and other internet-enabled devices form part of everyday life. Whilst these devices can support communication and safety, they also present safeguarding, privacy, data protection and behavioural risks. The purpose of this policy is to ensure that CAST Angling Project operates as a mobile phone-free environment by default during programme delivery, with any exception agreed only where it is necessary, proportionate and authorised by staff. This policy supports CAST Angling Project' commitment to safeguarding children and young people, protecting personal information, promoting positive behaviour, maintaining appropriate professional boundaries, reducing distractions and disruption during activities, and ensuring compliance with UK data protection legislation.

2. Scope

This policy applies to employees, stakeholders, volunteers, sessional workers, contractors, visitors, parents and carers, and all children and young people participating in CAST activities.

It covers mobile phones, smartphones, smartwatches, tablets, cameras, audio recording devices, smart rings, smart glasses, and any other communication or smart technology with similar functionality to a mobile phone, including devices capable of sending or receiving messages or notifications, accessing the internet, taking photographs, recording video, or recording audio.

3. Related Policies

This policy should be read alongside CAST Angling Project' Safeguarding and Child Protection Policy, Online Safety Policy, Staff Code of Conduct, Data Protection Policy, Information Security Policy, Behaviour Policy, Volunteer Policy and Whistleblowing Policy, and should be considered alongside relevant statutory guidance on safeguarding, behaviour and the use of mobile phones and smart technology in education settings.

4. Roles and Responsibilities

4.1 Directors

Directors are responsible for approving this policy, ensuring that safeguarding arrangements remain effective, receiving reports regarding serious breaches, and monitoring compliance through regular policy review.

4.2 Operations Director

The Operations Director is responsible for ensuring the effective implementation of this policy, supporting managers and staff in applying it consistently, investigating serious breaches, and reporting significant safeguarding incidents to directors.



4.3 Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead is responsible for providing safeguarding advice relating to mobile phone misuse, managing safeguarding concerns arising from digital communications or recordings, liaising with statutory agencies where required, and maintaining safeguarding records.

4.4 Staff and Volunteers

All staff and volunteers are expected to read and follow this policy, maintain professional boundaries, report concerns immediately, and challenge inappropriate device use where it is safe and appropriate to do so.

5. Safeguarding Principles

The welfare of children and young people is paramount. Technology can be used positively, but it may also create safeguarding risks, including online grooming, cyberbullying, harassment, exploitation, unauthorised photography, sharing of personal information, inappropriate communications and exposure to harmful online content.

Any concerns relating to a child's welfare, online activity or digital communication must be reported immediately to the Designated Safeguarding Lead.

6. Staff and Volunteer Use of Personal Devices

6.1 During Activities

During direct delivery sessions, staff and volunteers must not make personal calls except in emergencies, send personal text messages, access personal social media while supervising learners, or wear earbuds or headphones while supervising activities. Personal devices should be kept on silent and used only during breaks or when learners are not being supervised. Staff that do not have work mobile phones may need to use personal devices to contact the office or other staff members during work hours. Those devices will not be kept on silent in case of an emergency.

6.2 Professional Boundaries

Staff and volunteers must maintain professional boundaries at all times. Personal mobile numbers must not be shared with children or young people, personal messaging apps must not be used to communicate with learners, and learners must not be added as friends or contacts on social media. Personal devices must not be used to maintain private communications with learners; all communication must take place through approved organisational channels.

7. Photography and Video Recording

Staff, volunteers and visitors must not use personal devices to photograph or record children and young people. Where photographs or videos are required for legitimate organisational purposes, only authorised devices may be used, appropriate consent must be in place, images must be stored securely, and images must be deleted from devices once uploaded to approved storage systems. Unauthorised photography or recording may result in disciplinary action and safeguarding investigation.

8. Data Protection and Confidentiality

Personal devices must never be used to store learner records, hold safeguarding information, retain personal information unnecessarily, or share confidential information through



unauthorised applications. Staff must not enter confidential information relating to children, families, staff or volunteers into public artificial intelligence systems or chatbots. All personal information must be handled in accordance with organisational data protection procedures.

9. Use of Mobile Phones by CAST Learners

Parents and carers are encouraged to support CAST Angling Project' mobile phone-free approach by ensuring learners leave mobile phones and smart devices at home wherever possible. CAST Angling Project recognises, however, that some learners may need access to a device outside programme hours to support their personal safety when travelling to and from activities.

Where a learner brings a mobile phone or smart device to CAST, it must not be used during programme delivery unless a specific, authorised exception has been agreed by staff. The device must be switched off or set to silent with vibration disabled and handed to staff for secure storage at the earliest point of arrival. Learners travelling independently must hand devices to staff on arrival at CAST, while learners collected from home by CAST transport must hand devices to staff on the minibus. This requirement is in place for safeguarding, safety and effective programme delivery reasons.

Learners must follow staff instructions regarding device use, must not use devices during activity sessions unless a specific exception has been authorised, and must not photograph or record others without permission. Learners are also expected to treat others respectfully online and offline and must not share harmful, offensive or inappropriate content.

Authorised Exceptions

CAST Angling Project operates as a mobile phone-free environment throughout programme delivery. Any exception to this position must be limited, necessary, proportionate and authorised by staff in advance wherever possible. Exceptions will not permit general or recreational use of a device and must be managed in a way that continues to protect safeguarding, learning, privacy and the safe running of activities.

An authorised exception may be considered where a device is required to support a documented medical need, an accessibility or special educational need, a reasonable adjustment for disability, an agreed safeguarding arrangement, or a practical travel-related need such as presenting a digital ticket for a journey to or from CAST. Staff may also authorise use in an emergency or where there is an immediate welfare concern.

Where an exception is agreed, staff must make clear when, where and how the device may be used. The device must remain switched off, set to silent with vibration disabled, and securely stored at all other times. Any authorised use must be supervised or managed by staff where appropriate, and the arrangement should be recorded where it relates to medical, accessibility, safeguarding or individual learner support needs.

Exceptions must be applied consistently and reviewed if circumstances change. Where there is any uncertainty about whether an exception should be permitted, staff must seek advice from the Operations Director or Designated Safeguarding Lead before allowing the device to be used.

Emergencies – Contacting Learners

Parents and carers who need to contact a learner during the day must not attempt to call or message the learner directly on their mobile phone or smart device. Direct contact can cause unnecessary disruption and may undermine the safe and consistent management of devices during programme delivery. Parents and carers should instead contact CAST through the



main office number on **01623 723 431** and staff will ensure that any urgent or appropriate messages are passed on as required.

In exceptional circumstances, where a learner needs to contact a parent or carer during the day, arrangements may be made through a member of staff using appropriate CAST communication procedures.

10. Smart Technologies/Devices

Smart technology includes smartwatches, smart rings, smart glasses and any other device with similar functionality to a mobile phone, including the ability to send or receive notifications or messages, access the internet, take photographs, record video, or record audio. Such devices must not be used during CAST activities unless a specific, authorised exception has been agreed.

Where a smart device is brought to CAST, it will be treated in the same way as a mobile phone under this policy and must be switched off, set to silent with vibration disabled, and handed to staff for secure storage unless an authorised exception applies.

11. Visitors, Contractors and Parents

Visitors, contractors and parents attending CAST activities must follow staff instructions regarding device use, avoid using phones while directly engaging with children, refrain from photographing learners unless explicitly authorised, and respect privacy and confidentiality at all times. Visitors may be asked to stop using devices or leave the activity if concerns arise.

12. Recording, Reporting and Safeguarding Concerns

Any concern involving mobile phones, smart devices, online activity, digital communication, images or recordings must be reported immediately to the Designated Safeguarding Lead. This includes concerns relating to inappropriate images, online bullying, threatening messages, exploitation, unauthorised recordings, the sharing of indecent, contact between adults and learners outside approved channels, or any behaviour that may place a child or young person at risk.

A written safeguarding record must be completed as soon as possible after the concern has been identified, in line with CAST Angling Project' safeguarding procedures. Where criminal activity is suspected, CAST Angling Project will liaise with the police and any other relevant statutory or safeguarding agencies as appropriate.

13. Loss, Theft and Damage

Learners are encouraged to leave mobile phones and smart devices at home wherever possible. Where a learner chooses to bring a device to CAST, they remain responsible for the device until it is handed to staff for secure storage in accordance with this policy.

CAST Angling Project accepts no liability for loss, theft or damage to personal devices brought to activities unless caused directly through organisational negligence. Learners and staff should ensure devices are protected through passwords, PINs and other security measures.

14. Breaches of This Policy

Breaches will be addressed proportionately and consistently according to severity. Responses may include:



- Verbal reminders.
- Removal of devices.
- Formal management action.
- Volunteer disciplinary action.
- Staff disciplinary action.
- Safeguarding investigation.
- Referral to external agencies.
- Termination of placement, employment or volunteering arrangements.

See Appendix 1 - Graduated Response Procedures

15. Monitoring and Review

CAST Angling Project will review this policy annually, or sooner if legislation or safeguarding guidance changes, significant incidents occur, or learning from complaints or investigations identifies the need for revision. CAST Directors and Designated Safeguarding Lead will monitor implementation and effectiveness.

A copy of this policy can be found on our website <https://castanglingproject.co.uk>

Links to guidance:

<https://www.gov.uk/government/publications/mobile-phones-in-schools/mobile-phones-in-schools>

<https://www.gov.uk/government/publications/behaviour-in-schools--2>

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>



Appendix 1 - Graduated Response Procedures

Mobile Phone Graduated Response Procedures - All Students

Pre 16 procedures

Cast Transport

Staff to meet & greet students at home address:

- TA/LSA to knock on door and ask for devices to be handed in or left at home
- Students' hand in devices before entry to minibus is permitted
- Screen students using electronic detector on the bus
- Staff store devices in named wallet and then lock box.
- Staff store lock box in site safe
- Staff remove lock box from site safe for return journey home

Independent Transport

Staff to meet & greet students on arrival:

- Students hand in devices before entry is permitted
- Screen students using electronic detector on arrival at Craft Room and Education Centre
- Staff store devices in named wallet and then lock box
- Staff store lock box in site safe
- Staff remove lock box from site safe for return journey home

Graduated response for Pre 16 Students

Refusal to hand in on pick-up/minibus:

- Brief restorative discussion with student & where possible with parent/carer to develop their agency in behaviour policy
- Student is permitted to get on minibus regardless of outcome but advised of reflection session access and a withdrawal of engagement in practical aspects of course
- Document on Compass - behaviour low level form
- Stakeholders informed – HG and team informed via email Pre 16 group

Continued refusal to hand in on arrival at site:

- **Staff to contact parent/carer** (f2f or phone call - depending on availability) to support conversation and compliance. - HG
- **Students access reflection session on mobile phone use** with key staff x2 for further restorative intervention
- Student hands in phone – returns to session
- Update document on Compass

Student continues to refuse –

- **Student remains in reflection session** for rest of the day and withdrawal of access to practical aspects of course.
- **Informed of student's Individual restorative session via email to stakeholders or call/text with parent carer** with stakeholders and parent/carers to discuss policy same day.



- **Students following session to follow same procedure as day 1 if non-compliant.**
- **Student will be suspended for the next academic day** if no agreement has been reached and advised that any further refusal will lead to a search and confiscation.
- Update document on Compass

Student continues to refuse to hand in on return from suspension

- Repeat above procedures and...
- **Restorative f2f meeting/discussion** with stakeholders and parent/carers to agree a way forward.
- **Placement review with stakeholders**
- Record on Compass – Behaviour Serious

Post 16 Students procedures

Cast Transport

Staff to meet & greet students at home address:

- TA/LSA to knock on door and ask for devices to be handed in or left at home
- Students' hand in devices before entry to minibus
- Screen students using electronic detector on the bus
- Staff store devices in named wallet and then lock box.
- Staff store lock box in site safe
- **Devices may be given back to students for practical sessions on completion of theory paperwork.**
- Students hand in devices to Post 16 staff before return journeys home.
- Staff to ensure devices go into the correct lock box for return journey home

Independent Transport

Staff to meet & greet students on arrival:

- Students hand in devices before entry is permitted
- Screen students using electronic detector on arrival at Craft Room and Education Centre
- Staff store devices in lock box
- Staff store lock box in site safe
- **Devices may be given back to students for practical sessions on completion of theory paperwork.**
- Students hand in devices to Post 16 staff before return journeys home.
- Staff to ensure devices go into the correct lock box for return journey home

Graduated response for Post 16 Students

Refusal to hand in on pick-up/minibus:

- Brief restorative discussion with student & where possible with parent/carers to develop their agency in behaviour policy
- Student is permitted to get on minibus regardless of outcome but advised of reflection session access and a withdrawal of engagement in practical aspects of course
- Document on Compass
- Stakeholders informed



Continued refusal to hand in on arrival at site:

- **Staff to contact parent/carers** (f2f or phone call - depending on availability) to support conversation and compliance.
- **Students access reflection session on mobile phone use** with key staff for further restorative intervention
- Student hands in phone – returns to session
- Document on Compass

Student continues to refuse –

- **Student remains in reflection session** for rest of the day and withdrawal of access to practical aspects of course.
- **Informed of student's Individual restorative session via email to stakeholders or call/text with parent carer** with stakeholders and parent/carers to discuss policy same day.
- **Students following session to follow same procedure as day 1 if non-compliant.**
- **Student will be suspended for the next academic day** if no agreement has been reached and advised that any further refusal will lead to a search and confiscation.
- Update document on Compass

Student continues to refuse to hand in on return from suspension

- Repeat above procedures and...
- **Restorative f2f meeting/discussion** with stakeholders and parent/carers to agree a way forward.
- **Placement review with stakeholders**
- Record on Compass

In exceptional circumstances, if a learner has significant issues outside of school, we may make arrangements for them to be able to check their phone at suitable intervals.

Staff

Staff must keep personal devices out of sight and refrain from using phones around students except for operations tasks.

All staff to be consistent and ensure best endeavours are continued throughout the year to achieve a successful outcome with these updated prohibited items.