



PROGRESSIVE CONSULTANCY AND TRAINING

Mobile Phone and SMART devices

Policy and Procedure

Modification Overview:

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Date of Approval:	28/03/2024
Next Review:	29/03/2025

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Policy Title:	Mobile Phone Policy and Procedure
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Version:	2.0
Links:	EQA, NOCN, WRL, PCT

Disclosure:

Progressive Consultancy and Training (PCT) seeks to take all reasonable steps to help ensure that it follows all policy and procedures that are outlined within this document. This policy is supported by robust procedures and appropriate guidance and can therefore be used in conjunction with other stated policies and procedures. Further information can be found on the PCT website or when contacting Angela Saunders or another member of the PCT staff.

1. Purpose

1.1. The widespread ownership of mobile phones among young people requires that centre administrators, teachers, students, parents, and carers take steps to ensure that mobile phones are used responsibly at the centre.

2. Rationale

2.1. For personal safety and security, we accept that parents/carers give their children mobile phones to be able to always keep in contact. There is also increasing concern about children travelling alone on public transport or commuting long distances to the centre. It is acknowledged that providing a child with a mobile phone gives parents reassurance that they can contact their child if they need to speak to them urgently.

We do not permit the use of mobile phones in the classroom unless explicitly agreed with the teacher. This includes the use of SMART watches that are connected to a mobile phone device.. We have zero tolerance for disruption of lessons due to inappropriate use of mobile phones.

3. Responsibility

3.1. It is the responsibility of students who bring mobile phones to the centre to abide by the guidelines outlined in this document.

3.2. The decision to provide a mobile phone to their children should be made by parents or carers.

3.3. Parents/carers should be aware if their child takes a mobile phone to the centre.

3.4 It will now be the staff member's responsibility to take the students mobile phone from them and lock it in the safe. Students will be asked for their mobile phones before the first lesson and will have them returned at break periods only.

3.5 Senior management may wish to return mobile phones to students during the 30 mins lunch period as a reward. However, this depends on both the senior management's decision only and as a result must be followed otherwise sanctions may occur.

4. Acceptable Uses

4.1. Students should protect their phone numbers by only giving them to friends and keeping a note of who they have given them to. This can help protect the student's number from falling into the wrong hands and guard against the receipt of insulting, threatening or unpleasant voice, text, and picture messages. Phone numbers should not be exchanged between student's and teachers. This includes accepting requests to online groups or communities.

4.2. The centre recognises the importance of emerging technologies present in modern mobile phones e.g. camera and video recording, internet access, MP3 and MP4 playback, blogging etc. In the future teachers may wish to utilise these functions to aid teaching and learning and pupils may have the opportunity to use their mobile phones in the classroom. On these occasions' pupils may use the technology given to them provided by the centre, such as centre laptops or tablets. Under no circumstances should the student take out their mobile phones. Otherwise, this can lead to confiscation by a member of staff without hesitation.

5. Unacceptable Uses

5.1. Unless express permission is granted, mobile phones are not permitted to make calls, send SMS messages, surf the internet, take photos, or use any other application during centre lessons and other educational activities, such as assemblies. Mobile phones are only to be used in the event of an emergency and with permission from a member of staff.

5.2. The Bluetooth function of a mobile phone must be always switched off and not be used to send images or files to other mobile phones.

5.3. Mobile phones must not disrupt classroom lessons with ringtones, music, or beeping.

5.4. Using mobile phones to bully and threaten other students is unacceptable and will not be tolerated. In some cases it can constitute criminal behaviour.

5.5. It is not acceptable and will not be tolerated for students to "gang up" on another student and use their mobile phones to take videos and pictures of acts to denigrate and humiliate that student and then send the pictures to other students or upload it to a website for public viewing. This also includes using mobile phones to photograph or film any student without their consent. It is a criminal offence to use a mobile phone to menace, harass or offend another person and almost all calls, text messages and emails can be traced.

5.6. Mobile phones are not to be used or taken into changing rooms or toilets or used in any situation that may cause embarrassment or discomfort to their fellow students, staff, or visitors to the centre.

6. Theft or damage

6.1. Students should mark their mobile phone clearly with their names.

6.2. Mobile phones that are found in the centre and whose owner cannot be located should be handed to front office reception.

6.3. We provide phone lockers to store your phone securely. The centre accepts no responsibility for replacing lost, stolen, or damaged mobile phones. Please ask a member of staff for a locker.

6.4. The centre accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from the centre.

6.5. It is strongly advised that students use passwords/pin numbers to ensure that unauthorised phone calls cannot be made on their phones (e.g. by other students, or if stolen). Students must keep their password/pin numbers confidential. Mobile phones and/or passwords may not be shared.

7. Inappropriate conduct

7.1. Any students using a mobile phone or SMART watch to cheat in exams or assessments will face disciplinary action as sanctioned by the centre head.

7.2. Any student who uses vulgar, derogatory, or obscene language while using a mobile phone will face disciplinary action as sanctioned by the centre head.

7.3. Students with mobile phones may not engage in personal attacks, harass another person, or post private information about another person using SMS messages, students should not be taking or sending photos or objectionable images. Students using mobile phones to bully other students will face disciplinary action as sanctioned by the Centre head.

7.4 Failure to hand over a Mobile phone when requested will escalate the sanctions to Stage 2 immediately and a referral to the council team and referring school.

[It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the Centre head is deemed ineffective, as with all such incidents, the centre may consider it appropriate to involve the police.]

8. Sanctions

8.1. Students will be given an initial warning prior to sanctions to hand in their phone.

8.2 On the first infringement of this policy the mobile phone would be confiscated by the teacher and taken to a secure place within the centre office. A warning will be given, in which if this happens again, their parents and schools will be contacted to inform them of this incident. The student will be able to collect the mobile phone at the end of the centre day and a record will be made of the incident. A letter will also be sent to the parent/carer to inform them of the incident. The location and form of the secure place will be one deemed appropriate by the management team.

8.3. On the second and third infringement the mobile phone will be confiscated by the teacher and taken to a secure place within the centre office. Parents will be notified, and the pupil will not be permitted to collect the phone without a parent/carer's consent. If a parent/carer is unable to attend the centre they are permitted to phone and give verbal consent for their child to collect the phone and must speak to a member of the management team or student support. The incident will be formally recorded.

8.4. On the third infringement the centre will withdraw the agreement to allow the student to bring the mobile telephone to the centre. Additionally, this can lead to the student being returned home due to the breach of the policy.

Contacts

If you have any queries or concerns regarding these policies / procedures then please contact Angela Saunders, Director.