



## **Swift Learning - Mobile Phone Policy**

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## **1. Purpose**

Swift Learning recognises that mobile phones are an important part of daily life for many young people and can provide safety and communication benefits. However, to maintain a focused, respectful, and safe environment during our sessions, clear guidelines are necessary for the management and use of mobile phones. This policy aims to balance the benefits of mobile phones with the need to minimise distractions and protect the wellbeing of all learners.

Learners, parents, and carers must read and agree to this policy before learners bring mobile phones to sessions.

## **2. Rationale**

Mobile phones are widely used and often provided by parents and carers to support personal safety and communication. Swift Learning understands this and respects the reasons for phones being brought to sessions. However, phones can be a source of distraction, disruption, and inappropriate behaviour if not managed carefully.

Swift Learning is committed to creating a safe environment where all learners feel respected and supported. Managing mobile phone use carefully is part of this commitment.

## **3. Responsibility**

Learners who bring mobile phones to sessions are expected to always follow this policy. Parents and carers should carefully consider whether their child needs to bring a phone during sessions and be aware of the risks involved, such as loss, damage, or misuse.

Parents and carers are responsible for ensuring their home or personal insurance covers their child's mobile phone, as Swift Learning cannot accept liability for loss, theft, or damage of personal devices.

In the event of emergencies, Swift Learning staff will be the primary point of contact and will ensure learners can be reached or supported promptly.

## **4. Mobile Phone Storage and Use**

To minimise distractions and protect learners' privacy, all mobile phones will be collected from learners on arrival. Phones will be securely stored in a locked cabinet or designated secure area for the duration of the session.

Learners will receive their phones back at the end of the session when they leave the premises. Under normal circumstances, learners will not have access to their phones during sessions.

Access to phones during sessions will only be permitted in exceptional cases, primarily to support learners with identified Special Educational Needs (SEN), and only with prior approval from Swift Learning staff.

Parents and carers should communicate directly with staff if they need to contact their child during the day, ensuring that messages can be relayed promptly without disruption.

### **5. Acceptable Use**

Mobile phones will only be accessed during sessions for specific SEN-related needs where the learner requires the device to support communication, learning, or wellbeing. Such use must be authorised and supervised by staff.

Headphones or earphones may be used by learners only during designated breaks or while travelling to and from the sessions and must not be used during group activities or instruction time to ensure full engagement.

### **6. Unacceptable Use**

Mobile phones must not be used to make calls, send text messages, take photos or videos, browse the internet, or use applications during sessions unless express permission has been granted by staff for SEN reasons.

Any use of mobile phones to bully, harass, threaten, or intimidate others, whether in person or online, is strictly prohibited. This includes sharing inappropriate images or messages. Such behaviour will be treated seriously and may lead to disciplinary action or involvement of external authorities.

Taking photos or videos of other learners, staff, or visitors without their explicit consent is forbidden and may result in immediate action. Phones must never be taken into changing rooms, toilets, or other private areas.

### **7. Theft or Damage**

Learners are responsible for their mobile phones before handing them in on arrival and after they have been returned at the end of the day.

Swift Learning accepts no responsibility for mobile phones that are lost, stolen, or damaged at any time, including during travel to and from sessions.

To reduce risks, learners are strongly encouraged to use password protection, PINs, or biometric security features on their devices to prevent unauthorised use.

Any phones found unattended on the premises or not handed in will be confiscated and stored securely until claimed.

### **8. Inappropriate Conduct**

Mobile phones are strictly prohibited during any formal assessments or tests. Phones must be handed to staff before such assessments begin.

Any misuse of mobile phones—including inappropriate language, bullying, or sharing offensive content—will be addressed seriously. Depending on the severity, this may include sanctions or referral to relevant authorities, including the police if criminal behaviour is involved.

## **9. Consequences**

Breaching this mobile phone policy may result in phones being confiscated temporarily or permanently.

On a first breach, phones may be confiscated and returned at the end of the day. Repeated breaches may result in parents or carers being asked to collect the phone and/or learners being prohibited from bringing phones to sessions.

Swift Learning reserves the right to impose additional sanctions or support measures depending on the nature of the breach and the learner's individual circumstances.