

# Mobile Phone Policy

Expansive Learning College

October 2022

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Author: Karl Wane

Version 5

Review Date: Oct-2023

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## **1. Scope**

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This policy applies to all staff at Expanse Learning College (Hereafter referred to as the College).

## **2. Rationale**

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Mobile phones are now part of modern society and the majority of students will now own a mobile phone. We understand that for safety reasons students will carry a mobile phone in order to contact parents/carers after College/before College; however, mobile phones can lead to several problems in College such as bullying, disruption to lessons and inappropriate web usage. As a College, we strongly encourage our students to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones. As a result, the use of mobile phones during College hours is restricted and students found using their mobile phone during College hours will be dealt with in accordance with this policy.

## **3. Objectives**

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- To clarify the College position on mobile phones.
- To ensure that staff, students and parents are fully conversant with the policy and understand the reasons for the policy.
- To support our behaviour management policy, which aims for outstanding behaviour and safety of students across the College.
- To ensure that student welfare and safeguarding incidents associated with mobile phones are minimised.

## **4. Guidelines**

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- Mobile phones must remain switched off during sessions.
- Any student seen using their mobile phone during sessions will be challenged.
- Students are allowed to use their phone to contact home relating to safety/transport or for personal reasons external activity. In this instance, staff should allow students to use their phone on the College site where appropriate.
- Students who persistently infringe the mobile phone policy will be spoken to by the manager. If this continues, the student will be referred to the pastoral team who will implement a relevant strategy in collaboration with the teaching team.
- The policy will be placed on the College website for parents/carers to access.
- When issues with mobile phones exist that involve serious misuse of the phone such as transmitting images, cyber bullying, accessing inappropriate content; students will be challenged and appropriate action taken and may result in disciplinary action and police involvement if necessary.
- Parents/carers are reminded that in cases of emergency, the College office is the first point of contact and office staff can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through College reception also reduces the likelihood of disrupting sessions inadvertently.

## **5. Theft or damage**

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The College accepts no responsibility for replacing lost, stolen or damaged mobile phones or devices if they are bought into College. Mobile phones that are found in the College and whose owner cannot be located should be handed to the College reception. The College accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from College.

## **6. Monitoring arrangements**

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This policy will be reviewed every 12 months but can be revised as needed.

**Impact of non-compliance for:**

<b>Staff:</b>	Disciplinary action
<b>Student:</b>	Not applicable
<b>Legislation/organisational:</b>	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
<b>Compliance lead:</b>	Shared Services
<b>Policy Reference:</b>	ELCO-POL-OPER-0003
<b>Version:</b>	5
<b>Agreed policy location:</b>	DatabridgeMIS
<b>Review Schedule:</b>	12 months
<b>Does the policy require Governor approval?</b>	No

**Approval**

<p><b>Prepared by</b> Scott Roberts (Assoc. CIPD) 20/10/2022</p>  <p>Head of Shared Services</p>	<p><b>Approved by</b> Tony Brown 20/10/2022</p>  <p>CEO</p>	<p><b>Counter Signatory</b> Karl Wane 20/10/2022</p>  <p>Director</p>
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**Version Control**

<b>Version</b>	<b>Date</b>	<b>Revision</b>	<b>Review Date</b>
1	20/12/2018	First Issue	19/12/2020
2	01/09/2019	Policy review and transferred onto 2019/20 policy template	31/08/2020
3	01/09/2020	Policy Review	31/08/2021
4	01/09/2021	Reviewed	31/08/2022
5	20/10/2022	Policy Reviewed	19/10/2023