

## Mobile Phone Policy for all individuals

### **Introduction and Aims**

At Tower Learning Centre the welfare and well-being of all individuals is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse – including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

### **Scope**

This policy applies to all individuals who have access to personal mobile phones at the Centre. This includes staff, students, volunteers, proprietors, children, young people, parents, carers, visitors and contractors. This list is not exhaustive.

This policy should also be read in relation to the following documentation: -

- Safeguarding Policy
- Behaviour and Anti-Bullying Policies
- Code of Conduct
- E Safety policies

### **Code of Conduct**

A code of conduct is promoted with the aim of creating a positive and safe learning environment.

Our aim is therefore that all students: -

- Have a clear understanding of what constitutes misuse
- Know how to minimise risk
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations
- Understand the need for professional boundaries and clear guidance regarding acceptable use
- Are responsible for self-moderation of their own behaviours
- Are aware of the importance of reporting concerns promptly

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the Centre, which is agreed to by all users.

### Personal Mobiles

- Students are requested to hand their mobiles at reception on arrival to ensure that they are not distracted during their session times
- Students that refuse to hand their phone in at reception are requested to keep their phone on silent and in their pocket at all times.
- Students are not permitted to make/receive calls/texts during session times.
- All visitors are requested to have a sticker on their phone to safeguard themselves and others.
- All visitors are requested to keep their mobile phones on silent at all time and to be only used in an extreme emergency. Emergency calls can be taken in the Centres visitors room which is located on the first floor to the right at the top of the stairs.
- All individuals are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images. Legitimate recordings and photographs should be captured using school equipment such as cameras, ipads or Centre phones.
- Staff should report any usage of mobile devices that causes them concern to the Centre

Director –  Kate Towers.