



Mobile Phone Policy

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1. Introduction and aims

At Sunshine Sunflower Foundation we recognise that mobile phones, including smart phones, are an important part of everyday life for our young people, parents and staff, as well as the wider school community.

Our policy aims to:

- Promote, and set an example for, safe and responsible phone use
- Set clear guidelines for the use of mobile phones for young people, staff, parents and volunteers
- Support the school's other policies, especially those related to child protection and behaviour
- Please complete Our Code of Conduct and Acceptable use agreements.
- Please see our ICT and internet acceptable use policy on the website.

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss, or damage
- Appropriate use of technology in the classroom

2. Roles and responsibilities

2.1 Staff

All staff (including volunteers and support staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Director is responsible for monitoring the policy every 2 years, reviewing it, and holding staff and young people accountable for its implementation.

2.2 Trustees

Our Trustees will review this policy every 2 years. Holding the Director accountable for it's implementation.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the charity) are not permitted to make or receive calls, or send texts, while training the young people, unless it is for the charity business. If possible, use of personal mobile phones must be restricted to non-contact time.

There may be circumstances in which it's appropriate for a member of staff to have use of their phone during contact time. For instance:

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- Contacting other members of staff for support
- Speaking to clients and volunteers and workplaces

3.2 Data protection

Staff must not use their personal mobile phones to process personal data, or any other confidential charity information.

Please see website on school's data protection policy or ICT acceptable use policy for more information.

3.3 Safeguarding

Staff must refrain from giving their personal contact details to parents or young people, including connecting through social media and messaging apps.

Staff must avoid publicising their contact details on any social media platform or website, to avoid unwanted contact by parents or young people.

Staff must not use their mobile phones to take photographs or recordings of young people, their work, or anything else which could identify a young person. If it's necessary to take photos or recordings as part of an agreed activity, this can be done after consent is given.

3.4 Using personal mobiles for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but aren't limited to:

- Emergency evacuations
- Supervising off-site trips

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner.

3.5 Work phones

Some members of staff are provided with a mobile phone by the school for work purposes.

Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

3.6 Sanctions

Staff that fail to adhere to this policy may face disciplinary action.

4. Use of mobile phones by young people

16/24 Year olds

Young people over the age of 16 will not be allowed their mobile phones during work and training in case of theft or damage to phone during practical sessions. But will be allowed their phones.

- During break or lunch times
- At the discretion of the gardener.

Young people must adhere to the school's code of conduct/acceptable use agreement for mobile phone use (see appendix 1).

4.1 Sanctions

- If a young person is in breach of this policy phones will be confiscated. (Establishments are permitted to confiscate phones from young people under sections 91 and 94 of the [Education and Inspections Act 2006](#))
- They can be confiscated by the gardener and will be locked in the truck. The mobile phone given back at the end of the day.

Staff have the power to search young people's phones, as set out in the [DfE's guidance on searching, screening and confiscation](#). The DfE guidance allows you to search a young person's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. The centre takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing nude or semi-nude images or videos)
 - Upskirting
 - Threats of violence or assault
 - Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation
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5. Use of mobile phones by parents, volunteers and visitors

Parents, visitors and volunteers (including trustees and contractors) must adhere to this policy as it relates to staff.

This means:

- Not taking pictures or recordings of young people, unless it's a public event or of their own child
- Using any photographs or recordings for personal use only, and not posting on social media without consent
- Not using phones in session, or when working with young people

Parents, visitors and volunteers will be informed of the rules for mobile phone use.

All volunteers will receive a copy of this policy in the staff handbook.

Parents or volunteers supervising school trips or residential visits must not:

- Use their phone to make contact with other parents
- Take photos or recordings of young people, their work, or anything else which could identify a young person

6. Loss, theft or damage

Young people bringing phones to school must ensure that phones are appropriately labelled (envelop with name on) and are stored in the centres box securely when not in use.

Young people must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while young people are travelling to and from school.

We will make sure young people and parents are aware of the disclaimer above.

- By including disclaimers in your permission forms for bringing a phone to school
- By including a disclaimer in our home-school agreement
- By providing a copy of our policy and disclaimer to new young people and parents

Confiscated phones will be stored in the school office/other appropriate location and in a secure location/locked cabinet. Staff will then be responsible for them.

Lost phones should be returned to appropriate person or office. The centre will then attempt to contact the owner.

7. Monitoring and review

The centre is committed to ensuring that this policy has a positive impact of young people' education, behaviour and welfare. When reviewing the policy, the centre will take into account:

- Feedback from parents and young people
 - Feedback from trainers
 - Records of behaviour and safeguarding incidents
 - Relevant advice from the Department for Education, the local authority or other relevant organisations
 - The Trustees will review this policy every 2 years
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8. Appendix 1: Code of conduct/acceptable use agreement for young people

Code of conduct/acceptable use agreement

Please follow the rules if you bring your mobile phone to work :

1. You may not use your mobile phone during sessions unless the gardener specifically allows you to.
2. Phones must be switched off or on 'silent'.
3. You may not use your mobile phone in the toilets. This is to protect the privacy and welfare of other young people and the client's home.
4. You cannot take photos or recordings (either video or audio) of staff or other young people without their consent.
5. Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
6. Don't share your phone's passwords or access codes with anyone else.
7. Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating young people or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
8. Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
9. Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in work.
10. Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted.
11. Don't use your phone to view or share pornography or other harmful content.
12. You must comply with a request by a member of staff to switch off, or hand over a phone to be stored in truck. Refusal to comply is a breach and will be dealt with accordingly.

Parent signature: _____ (If young person is Under 18)

Young Person signature: _____

Date: _____

9. Appendix 2: Permission form for young people to use mobile phones during break and lunchtime. (16-24 year olds)

To send a copy home with parents if under 18.

YOUNG PERSONS DETAILS	
Young Person's name:	
Date work placement starts and finishes.	

Pupil agreement

I understand that I am being allowed to use my phone during break and lunch time.

- You cannot take photos or recordings (either video or audio) of school staff or other young people without their consent.
- Avoid sharing your contact details with people you don't know, and don't share other people's contact details without their consent.
- Don't share your phone's passwords or access codes with anyone else.
- Don't use your mobile phone to bully, intimidate or harass anyone. This includes bullying, harassing or intimidating young people or staff via:
 - a. Email
 - b. Text/messaging app
 - c. Social media
- Don't use your phone to send or receive anything that may be criminal. For instance, by 'sexting'.
- Rules on bullying, harassment, and intimidation apply to how you use your mobile phone even when you aren't in school.
- Don't use vulgar, obscene or derogatory language while on the phone or when using social media. This language is not permitted.
- Don't use your phone to view or share pornography or other harmful content.
- You must comply with a request by a member of staff to switch off, or hand over your phone to be stored in truck. Refusal to comply is a breach and will be dealt with accordingly.

I will not use my phone for any other of the above purposes and If my gardener, or any other member of staff, finds that I'm using my phone for anything appropriate, I understand that it will be confiscated.

I understand that the code of conduct/ acceptable use agreement on the use of mobile phones still applies.

The charity accepts no responsibility for mobile phones that are lost, damaged or stolen.

Young persons signature: _____

Gardener's signature: _____

