



Mobile Phone Policy

Ratified by Chair of Govs:

Signed by 

Date 

What Happens If a Learner Brings or Uses a Phone?

Situation:	What We Will Do:
Learner brings a phone but hands it in	✔ Thank you – stored safely and returned after day
Learner refuses to hand it in	✗ Staff will explain the rule and request again
Phone is used during the day	✗ It will be confiscated and returned later
Repeated phone use or continued refusal	☎ Parents/carers may be contacted, and asked to attend the centre to collect the phone and a follow up meeting arranged
Continued issues with non-compliance	📄 We will review the learner's plan and take further steps if needed

Exceptions:

We understand some learners may need access to a phone for **medical, communication, or personal safety reasons**. Any exception must:

- ✚ Be agreed in advance by the **Senior Leadership Team**
- ✚ Be part of the learner's **individual support plan**
- ✚ Include clear **boundaries for use**

Staff Use of Phones:

- ✚ Staff may use phones **for work purposes only**, not in the presence of learners unless agreed
 - ✚ Personal phones must be used **out of sight of learners**
 - ✚ If learners feel that the staff are not following these expectations then have a right to raise this with a member of the **Senior Leadership Team**
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