



MOBILE PHONE POLICY

Policy Statement

Alpha Training is committed to providing a safe, focused and distraction-free learning environment. In line with current Government guidance regarding the use of mobile phones in educational settings, mobile phones are not permitted to be used by learners during the school day.

This policy applies to all learners, staff, volunteers and visitors while on site during the working day.

Purpose

The purpose of this policy is to:

- Promote positive behaviour and engagement in learning.
- Minimise distractions during lessons and practical activities.
- Safeguard learners and staff.
- Reduce the risk of bullying, cyberbullying and inappropriate photography or recording.
- Support learners' wellbeing by encouraging face-to-face interaction throughout the day.

Learner Procedures

Arrival

Upon arrival each morning, learners must:

- Switch their mobile phone off or place it on silent.
- Hand their phone directly to a member of staff.
- Sign the Mobile Phone Register confirming the phone has been handed in.

Each phone will then:

- Be placed in an individual labelled security bag displaying the learner's name.
- Be securely stored in the centre safe located in the Hub.
- Remain in the care of the Centre Manager, Donna Reynolds, until the end of the day.

During the School Day

Learners are **not permitted** to:

- Use a mobile phone at any point during the school day.
- Keep a mobile phone in their pocket, bag or locker.
- Wear smartwatches or other communication devices capable of sending messages or making calls unless agreed in advance for medical or accessibility reasons.

There are no exceptions unless authorised by the Centre Manager or Head Teacher due to exceptional circumstances.



MOBILE PHONE POLICY

End of the Day

At **1:50 pm**:

- Phones will be returned individually.
- Learners must sign the Mobile Phone Register to confirm receipt of their device before leaving the premises.

Contact Between Parents and Learners

If a parent or carer needs to contact a learner during the day, they should telephone the Alpha Training office.

If a learner needs to contact a parent or carer during the day, they may do so using the office telephone with permission from a member of staff.

This ensures communication remains available while maintaining the integrity of the policy.

Staff Expectations

Staff are expected to model appropriate behaviour.

During the working day:

- Staff should also hand in personal mobile phones at the start of the day where practicable.
- Personal mobile phones should not be used in front of learners except where required for authorised work purposes or in an emergency.
- Any work-related communication should take place using authorised systems wherever possible.

Non-Compliance

Failure to follow this policy will result in immediate action.

If a learner:

- Refuses to hand in their mobile phone; or
 - Is found using or in possession of a mobile phone during the school day,
- they will be required to leave the centre and return home. Parents or carers will be informed immediately, and the incident will be recorded.

Repeated breaches may result in further disciplinary action in accordance with Alpha Training's Behaviour Policy.



MOBILE PHONE POLICY

Safeguarding

This policy supports Alpha Training's safeguarding responsibilities by:

- Preventing unauthorised photography, video recording or audio recording.
- Reducing opportunities for cyberbullying during the school day.
- Protecting the privacy of learners, staff and visitors.
- Supporting a safe learning environment.

Exceptions

Reasonable adjustments may be made where:

- A learner has an identified medical need.
- A learner has an Education, Health and Care Plan (EHCP) requiring access to a device.
- Permission has been granted by the Head Teacher or Centre Manager.

Any exception will be documented and reviewed regularly.

Responsibilities

Learners

- Hand in their phone on arrival.
- Sign phones in and out.
- Follow the policy at all times.

Staff

- Apply the policy consistently.
- Model positive behaviour.
- Report any breaches promptly.

Centre Manager

- Securely store all mobile phones.
- Maintain the sign-in and sign-out records.
- Ensure the safe remains locked throughout the day.

Monitoring and Review

This policy will be reviewed annually or sooner if Government guidance or legislation changes.

Approved by: Michelle Howdle



MOBILE PHONE POLICY