

ENTERPRISE CENTRE ALTERNATIVE PROVISION

NO MOBILE PHONES POLICY

Policy applies to	All students, staff, visitors and volunteers
Setting	Enterprise Centre Alternative Provision
Effective date	1.9.2026
Review date / Policy lead	1.9.2027

1. Purpose

The Enterprise Centre Alternative Provision is committed to providing a safe, focused and respectful learning environment for all students and staff.

Mobile phones can cause distraction, disruption and safeguarding concerns within the setting. This policy therefore establishes clear expectations regarding the possession and use of mobile phones by students and staff while on the Enterprise Centre premises.

The expectation is that mobile phones are not to be used or accessible during the school day, except where specifically permitted under the emergency arrangements outlined in this policy.

2. Policy Statement

The Enterprise Centre operates a strict no-mobile-phone policy for both students and staff.

- Used during lessons or activities.
- Used in communal areas or around students.
- Used to take photographs, videos or recordings.
- Used to access social media, messaging services, games or other applications.
- Used to communicate with students through personal accounts or personal devices.
- Used in a way that could compromise the privacy, dignity or safeguarding of any individual.

Mobile phones must not be used for any of the purposes listed above.

3. Student Mobile Phones

Students are expected to leave their mobile phones at home wherever possible.

Where a student needs to bring a phone to the setting, the phone must be switched off and securely stored in the designated location on arrival.

Students must not access or use their phones without explicit permission from an appropriate member of staff.

If a student is found using a mobile phone without permission, staff will follow the setting's behaviour policy and appropriate consequences may be applied.

Repeated breaches may result in additional measures being put in place in accordance with the student's individual needs and behaviour support plan.

Emergency contact

Parents/carers should contact the Enterprise Centre through the setting's main contact arrangements rather than contacting students directly during the school day.

If a student needs to contact their parent/carer for an urgent reason, staff will facilitate this using the appropriate setting communication system.

4. Staff Mobile Phones

Staff are expected to keep personal mobile phones switched off and securely stored away during the working day.

- During teaching or learning activities.
- In front of students.
- In corridors, communal areas or other student-facing areas.
- For personal calls, texts or social media.
- To photograph or record students.
- To communicate with students or parents/carers using personal numbers or accounts.

Staff should use the appropriate Enterprise Centre communication systems for work-related communication.

5. Emergency Exception for Staff

The Enterprise Centre recognises that staff may need access to a mobile phone where there is a genuine emergency, first-aid requirement or lockdown/safeguarding procedure.

For this reason, designated staff may have a mobile phone available where this is necessary for safety purposes.

- Keep the phone on silent or an appropriate emergency setting.
- Use it only when required for an emergency, first aid, lockdown or other significant safeguarding/safety incident.
- Not use it for personal purposes.
- Ensure that the phone does not become a distraction to students or staff.
- Follow the Enterprise Centre's emergency and safeguarding procedures.

The phone must not be used as a general personal communication device during working hours.

6. First Aid

Where a member of staff has responsibility for first aid or is required to respond to a medical emergency, access to a phone may be permitted where it forms part of the setting's emergency arrangements.

- Contact emergency services where required.
- Contact designated first-aid or safeguarding personnel.
- Obtain assistance during a medical emergency.
- Communicate information necessary to protect the health and safety of a student or member of staff.

All incidents must be recorded in accordance with the Enterprise Centre's first-aid and accident reporting procedures.

7. Lockdown and Emergency Procedures

In the event of a lockdown, serious incident or other emergency, designated staff may use an authorised mobile phone where this is necessary to support the setting's emergency response.

- Communicating with the designated emergency lead.
- Contacting emergency services.
- Providing information relating to the location or safety of students and staff.
- Receiving essential instructions during the incident.

Staff must follow the Enterprise Centre's Lockdown and Emergency Procedures at all times.

The use of a mobile phone during an emergency must be proportionate to the situation and solely for safeguarding and safety purposes.

8. Safeguarding and Privacy

The no-mobile-phone policy is also intended to protect students and staff from inappropriate recording, photography and communication.

- Photograph or video students.
- Record conversations with students unless specifically authorised as part of an approved safeguarding procedure.
- Store student information or photographs.
- Contact students using personal telephone numbers or social media accounts.

Any safeguarding concern relating to mobile phone use must be reported immediately to the Designated Safeguarding Lead (DSL) in accordance with the Enterprise Centre's safeguarding procedures.

9. Visitors, Contractors and Volunteers

Visitors, contractors and volunteers are also expected to comply with the no-mobile-phone expectations when working around students.

Mobile phones should be kept away and not used in student areas unless there is a genuine emergency or the use has been specifically authorised by the Enterprise Centre.

10. Reasonable Adjustments

The Enterprise Centre recognises that there may be exceptional circumstances where an individual needs access to a mobile phone.

Any reasonable adjustment will be considered on an individual basis and agreed with the appropriate member of the senior leadership team.

Where an adjustment is agreed, the phone must still be used appropriately and must not compromise safeguarding, confidentiality or the learning environment.

11. Non-Compliance

Any breach of this policy will be addressed appropriately.

For students, staff will follow the setting's behaviour and disciplinary procedures as appropriate.

For staff, inappropriate use of a mobile phone may be addressed through the setting's staff conduct and disciplinary procedures.

Serious or repeated misuse, particularly involving photography, recording, social media, inappropriate communication or safeguarding concerns, may result in further action.

12. Responsibilities

All staff

- Following this policy consistently.
- Modelling appropriate behaviour to students.
- Challenging inappropriate mobile phone use.
- Reporting safeguarding concerns.
- Using phones only where an authorised emergency exception applies.

Senior Leadership Team

- Ensuring the policy is communicated clearly.
- Supporting staff to implement the policy consistently.
- Reviewing incidents and concerns.
- Ensuring emergency arrangements remain effective.
- Reviewing the policy regularly.

Students

- Following the no-mobile-phone expectations.
- Keeping phones switched off and securely stored.
- Not accessing phones without permission.
- Following staff instructions regarding mobile phone use.

13. Policy Review

This policy will be reviewed regularly to ensure that it remains appropriate, effective and consistent with the Enterprise Centre's safeguarding, behaviour, health and safety and emergency procedures.

Signed 
Position Founder and Managing Director
Date / Review date 1.9.2026 – review 1.9.2027