



EduDiverse

Mobile Phone Policy

Reviewed March 2025



EduDiverse Mobile Phone Policy

EduDiverse recognise that mobile phones, including smart phones, are an important part of everyday life for our pupils, parents and staff. 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 pupils, staff and volunteers. The policy is written to support EduDiverse' other policies, especially those related to child protection and behaviour.

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

Risks to child protection

Data protection issues

Potential for session disruption

Risk of theft, loss, or damage

Appropriate use of technology on session

Staff:

Roles and responsibilities

All staff are responsible for enforcing this policy. Volunteers, or anyone else otherwise engaged by EduDiverse, must alert a member of staff if they witness, or are aware of, a breach of this policy.

The Safeguarding Lead is responsible for monitoring the policy each year, reviewing it, and holding staff and pupils accountable for its implementation.

Use of mobile phones by staff

Personal mobile phones: Staff (including volunteers, contractors and anyone else otherwise engaged by EduDiverse) are expected to refrain from making or receiving calls, sending texts or using social media during session time while in the presence of students. We understand that given the nature of our work and the continuous contact time we have with students that there may be occasions where staff need to make or receive a call. If staff need to make or receive a personal call, please check with the lead mentor whether it is an appropriate moment to step away and find a private space to use your phone.

Due to working predominately away from a classroom in the outdoor environment, there may be times when it is appropriate for staff to use their mobile phones to access Apps such as Google, Google Maps, Spotify, Geocache Etc. In these circumstances staff are expected to use their mobile phones in an appropriate and professional manner and in line with our staff code of conduct.

Staff are not to use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. This must be done using the EduDiverse work mobile.

Staff should refrain from using their phones to contact parents. If necessary, contact must be made using the EduDiverse work mobile.



Students:

Use of mobile phones by pupils

Students may use their mobile phones **whilst travelling** providing the following rules are observed:

1. Students **may not use** their mobile phones during session time. Mobile phones should be left in their bags or locked in the glove compartment of the van whenever not travelling.
2. Mobile phones should not be used to make recordings or take photographs of any staff or students.
3. Students are not permitted to make calls, video calls, voice notes or use speech to text.
4. Students may play games, listen to music or go online providing the content is appropriate and they use headphones or have the sound off.
5. If asked by a mentor to put their phone away during travel then to comply with this request.