

BSC YL Mobile Phone Policy

At BSC-Education Young Learners, the welfare and well-being of our students is paramount. The aim of the Mobile Phone Policy is to allow users to benefit from modern communication technologies, whilst promoting safe and appropriate practice through establishing clear and robust acceptable mobile user guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools.

It is recognised that it is the enhanced functions of many mobile phones that cause the most concern, offering distractions and disruption to the working day, and which are most susceptible to misuse - including the taking and distribution of indecent images, exploitation and bullying. However, as it is difficult to detect specific usage, this policy refers to ALL mobile communication devices.

Scope

This policy applies to all individuals who have access to personal mobile phones on site. This includes team members, visitors from BSC YL Central, young learners, specialist coaches, agents, visitors and external contractors.

This list is not exhaustive. This policy should also be read in relation to the following documentation:

- [BSC YL Safeguarding Children Policy](#)
- [BSC YL Health and Safety Policy](#)
- [BSC YL Anti-Bullying Policy](#)
- [BSC YL IT and Social Media Use Policy](#)
- [BSC YL GDPR Policy](#)

Code of conduct of mobile usage

A code of conduct is promoted with the aim of creating a cooperative environment, where everyone has high values and respect each other; thus, creating a strong morale and sense of commitment leading to increased well-being.

Our aim is therefore that all stakeholders and students:

- have a clear understanding of what constitutes mobile misuse.
- know how to minimise risk.
- avoid putting themselves into compromising situations which could be misinterpreted and lead to possible allegations.
- understand the need for professional boundaries and clear guidance regarding acceptable use.
- are responsible for self-moderation of their own behaviours.
- are aware of the importance of reporting concerns promptly.
- everyone is aware of privacy and confidentiality (in its simplest terms).

It is fully recognised that imposing rigid regulations on the actions of others can be counterproductive. An agreement of trust is therefore promoted regarding the carrying and use of mobile phones within the BSC YL school setting, which is agreed to by all users:

Personal Mobiles – BSC YL Team Members

- Team members are not permitted to make/receive calls/texts during contact time with young learners. They are only allowed to do this during an emergency.
- Team members should have their phones on silent or switched off and out of sight (e.g. in a drawer, handbag or pocket) during class or activity time.
- Mobile phones should not be used in a space where young learners are present (eg. classroom, lounge areas, etc).
- Use of phones (inc. receiving/sending texts and emails) should be limited non-contact time when no young learners are present e.g. in office areas, staff room, empty classrooms.
- It is also advised that team members security protect access to functions of their phone.

- Staff are not at any time permitted to use recording equipment on their mobile phones, for example: to take recordings of children, or sharing images.
- Legitimate recordings and photographs should be captured using school equipment such as cameras and iPad.
- Team members should report any usage of mobile devices that causes them concern to the Centre Manager
- Only BSC YL Management have access to student phone numbers and these phone numbers can only be used during an emergency using a BSC YL Managers phone

Mobile Phones for work related purposes

BSC YL recognise that mobile phones provide a useful means of communication on offsite activities. However, team members should ensure that:

- Mobile use on these occasions is appropriate and professional (and will never include taking photographs of young learners).
- Mobile phones should not be used to contact parents during emergencies – all relevant communications should be made via the Centre Manager/and or BSC YL Central.

Personal Mobiles – Young Learner Students

BSC YL recognises that mobile phones are part of everyday life for many children and that they can play an important role in helping students to feel safe and secure. However, BSC YL also recognise that they can prove a distraction in school and can provide a means of bullying or intimidating others. Under the law, BSC YL team members act in loco parentis at all times whilst in BSC YL care. (Please refer to the [BSC YL Safeguarding and Child Protection Policy](#) and the [BSC YL Health and Safety Policy](#).) Therefore:

- Students are not permitted to use mobile phones during lessons or on-site activities
- If in the rare event of a parent wishing for his/her child to bring a mobile phone to lesson/activity to contact the parent during the lesson/activity, the student must provide a signed waiver by the parent and must discuss the issue first with the teacher or activity leader.
- Mobile phones are used at BSC YL centres at the students own risk and any damages are not liable to BSC Young Learners unless at the fault of a BSC YL team member
- Mobile phones continuously used in lessons/activities could lead to students being subjected to the [BSC YL Disciplinary Policy](#) and [BSC YL Three Strike Policy](#) (warnings given at the discretion of the Centre Manager)
- Where mobile phones are used in or out of school to bully or intimidate others, then the Centre Manager does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site' - refer to [BSC YL Anti-Bullying Policy](#).
- Students are also encouraged to save the emergency phone numbers in their phones during their student induction
- Students are forbidden to exchange phone numbers with team members other than the Designated Safeguarding Person (DSP) /and or Designated Safeguarding Officer (DSO)
- The contact phone numbers of the DSP and DSO will be signed posted at the centre
- Students are advised by the Welfare Team to contact home (family) during house time and update them on their mood/well being
- The Welfare team will monitor the time students spend using their personal mobiles
- Students must respect the usage of the host centres WIFI and Firewall settings, the downloading of any files is forbidden whilst connected to these settings
- BSC YL Management have a duty of care to coinvestigate a student's mobile phone to investigate suspicions of PREVENT if BSC YL students are suspected of being radicalised whilst using their mobile phone. (Please refer to the [BSC YL Safeguarding and Child Protection Policy](#).) ****The phone will be returned after the completion of a police investigation.***

Visitors, Suppliers and Contractors

All Visitors, suppliers, and contractors are expected to follow the BSC YL Mobile Phone Policy as it relates to team members whilst on the premises. On arrival, such visitors will be informed of our expectations around the use of mobile phones onsite.

Parents or Guardians collecting students

Parents/or Guardians are requested not to use their mobile phones while in school surrounded by young learners. Phones should be on silent and out of sight.

Dissemination

The [BSC YL Mobile Phone Policy](#) will be shared with team members as part of their induction. It will be shared with students during their induction/welcome talk. It will also be available to team members via the centre office and to parents via the BSC YL website.