

GROUNDWORK

CHANGING PLACES
CHANGING LIVES



R2W Mobile Phone Policy 25/26

This policy applies to all Route2Work staff and learners

Rationale

Route2Work College staff have a responsibility to encourage the responsible use of mobile phones and prepare learners for adult life and the world of work. This policy is designed to ensure that learners and staff understand the expectations around mobile phone use in college and also the consequences of breaking these expectations. The policy applies to learners and staff during the college day.

Purpose

We understand that mobile phones play an important and positive role in education, communication, independence and relationships and can be hugely beneficial to learners in preparing them for adult life. We also recognise the negative impact mobile phones can have on education, communication, independence and relationships for example distracting learners from listening and engaging in their learning and the use of mobile phones to harass or bully. We therefore worked together (staff and learners) to identify what responsible conduct looks like and agreed the consequences of not following this conduct.

Safe Use

Learners and staff are reminded of the illegal nature of sending explicit images of themselves or others and such cases will be dealt with appropriately using child protection and safeguarding procedures, including informing the authorities if necessary.

Learners and staff must ensure that files stored on their devices do not contain violent, degrading, racist, homophobic or pornographic images. The transmission of such images can be a criminal offence.

If it is reasonably suspected that inappropriate use of a mobile device has occurred to bully or threaten, a member of staff may ask a learner/member of staff to reveal a message or other content.

Learners and staff found to have been disrespectful to others using a mobile device will be sanctioned.

Learners and staff are strongly urged not to communicate with individuals unless they are known to them.

Learners are reminded that any apps installed on their phones must be age appropriate.

Learners and staff are reminded that the use of VPNs to bypass internet filtering is prohibited.

Expectations

Respect

The College Code of Conduct states that learners and staff be respectful to everyone around them, this respect should be followed when using mobile phones. We do not tolerate:

- Recording images and videos of peers without consent
- Sharing images or videos of peers or staff on social media
- Recording images of staff or visitors at all
- Sending offensive messages
- Using phones to harass (including group chats)
- Cyber bullying

Engage in learning

The college Code of Conduct also states that learners and staff should fully commit to all aspects of the learning programme. Therefore, **the use of mobile phones for personal reasons in lesson time/duty time is not permitted.** Any mobile phone use during lesson time must be agreed with the Tutor.

Route2Work college encourages good communication between staff and learners and any communication around mobile phone use should be discussed before lesson where possible.

During lesson times

- Learner phones to be kept in a bag or coat pocket during lesson (this should be done at the start of all sessions without prompt)
- Staff phones to be locked away in the staff room/secure cabinet.
- Phones to be switched off or on silent mode during lesson
- Tutors may ask learners to use their phones for educational purposes and it is expected that learners visit the websites as instructed by tutor and nothing else
- Learners who use their mobile phone for reasons relating to their disability or learning needs should agree this with their Tutor and again should only use agreed tools
- The Tutor may allow learners to listen to music but this must be agreed with the Tutor and would only be allowed when completing independent work (not group tasks or when the Tutor is talking)
- Mobile phones cannot be taken into exams or tests
- If a learner/member of staff is expecting an important call during lesson time e.g., medical appointment, then this should be communicated to the Business Support Team who will ensure arrangements are made to receive the call.

Free time

Mobile phones are allowed during break and lunchtime, again we ask learners and staff to respect others when using their phones.

- Use headphones where possible (when making calls and listening/watching music/videos/games)
- Ensure only visiting appropriate and safe websites
- Use alarm feature to support good attendance and time keeping
- Make or return any calls or messages during break and lunch time

Security and safeguarding

The College has a duty to safeguard the learners at Route2Work College. We encourage learners to use security settings on the phones and on their social media accounts, we also provide regular online safety lessons to ensure they are not victims of fraud, grooming, hacking.

Learners are encouraged and supported to report any contact from strangers or any disturbing or unusual behaviour on their social media or email accounts.

5 ways to get support if things go wrong:

1. Talk to someone you trust, like an adult
2. Report bullying and abuse directly to the website or app
3. Delete things you've shared that you're worried about, or find ways to hide them
4. Tell the police by making a report to CEOP if someone is threatening or blackmailing you
5. Plan for the future and change your privacy settings, so it doesn't happen again

Sanctions: the consequences of breaking these expectations

Incidents of Cyber bullying or harassment

The College takes any incidents of bullying very seriously and this includes the use of mobile phones to send abusive messages/images etc. Cyber bullying or harassment should be reported to staff and the college bullying policy will be followed. This can lead to exclusion from College.

The taking of photos or videos without consent will be addressed by senior management and the decision to take this further will be made by senior management team.

Use of phone in lesson time without consent from tutor

Learners are responsible for meeting expectations during lesson time and will be reminded at the beginning of lessons about these expectations. If the tutor feels expectations are not being met, they will:

1. Give a verbal warning
2. Ask for phone to be put in a basket away from the learner. If the learner refuses to put their phone in the basket, a call will be made to their parent or carer to report misuse of mobile phones and that the learner will be banned from bringing their phone into the college

The Headteacher has the legal right to take a learner's mobile phone off them, if this guidance is not followed.

<https://www.gov.uk/government/publications/mobile-phones-in-schools>

Route2Work Mobile Phone Contract 25/26

Expectations

I understand the expectations set out in the mobile phone policy

- I will always ask for permission when taking photos and videos
- I will not use my phone to harass or bully others
- **I understand the use of mobile phones for personal reasons in lesson time is not permitted**
- **My phone will be switched off or on silent and put away in a bag or coat pocket during lesson time**
- I understand that any mobile phone use during lesson time must be agreed with the Tutor (on the day)
- I will use security settings on my phone and on my social media accounts
- I will report any contact from strangers or any disturbing or unusual behaviour on their social media or email accounts

Consequences

I understand the consequences of not meeting these expectations

- Incidents of bullying or harassment will be taken seriously and addressed by senior management

If I use my mobile phone in lesson the staff will follow the guidance:

- Give me a verbal warning
- Ask me to put my phone in a basket
- If I refuse to put phone in the basket, a call will be made to my parent or carer to report misuse of mobile phone and then I will be banned from bringing my phone into college

I understand that the Headteacher has the legal right to take my mobile phone off me if I refuse to follow this guidance.

I..... (name) have read and understood the expectations and consequences of this mobile phone contract.

Signed..... Date.....

Policy review

ed By:	Rachel Kitson & Rebecca Ramsden
al Date:	September 2025
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Version Control

Version Number	Date	Name	Job Title	Document Status
01	September 2022	Rachel Kitson	Head of Provisions and Achievements	Approved
02	September 2023	Rebecca Ramsden	Deputy Head – R2W College	Approved
03	September 2024	Rachel Kitson	Headteacher	Approved

04	September 2025	Rachel Kitson	Director	Approved
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