

EMZ Aesthetics Alternative Provision

Mobile Phone Policy

Policy Version: 1.0

Approved by: EMZ Aesthetics Management

Effective Date: 1st September 2026

Review Date: Annually or following changes to DfE guidance

1. Policy Statement

EMZ Aesthetics is committed to providing a calm, safe and focused learning environment where learners can achieve their full potential. Mobile phones and other personal smart devices can be a significant distraction to learning, increase safeguarding risks and negatively impact behaviour, wellbeing and social interaction.

In line with the Department for Education's *Mobile Phones in Schools* guidance, EMZ Aesthetics operates as a **mobile phone-free learning environment** throughout the school day unless an authorised exception has been agreed. This includes lessons, practical sessions, break times and any supervised activities.

This policy applies to learners' personal mobile phones and smart devices. It does not prohibit the supervised use of school-owned laptops or other ICT equipment provided for educational purposes.

2. Purpose

This policy aims to:

- Promote high standards of behaviour and engagement.
- Reduce distractions during learning.
- Protect learners and staff from risks associated with inappropriate use of technology.
- Reduce incidents of cyberbullying, online conflict and unauthorised photography or recording.
- Support safeguarding by ensuring learners remain fully engaged with staff and peers.
- Create a calm and respectful learning environment.

3. Scope

This policy applies to:

- All learners attending EMZ Aesthetics Alternative Provision.
 - Staff, volunteers and visitors whilst supervising learners.
 - Mobile phones.
 - Smart watches capable of messaging or recording.
 - Tablets and any other smart devices with communication or recording capability.
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4. Expectations for Learners

Learners are expected to:

- Keep mobile phones switched off or on silent before entering the provision.
- Hand their mobile phone to staff on arrival where required.
- Not use mobile phones during lessons, practical activities, breaks or lunchtime.
- Not photograph, film or record staff, learners or visitors.
- Not access social media during the school day.
- Respect staff instructions regarding mobile phone use at all times.

Failure to comply may result in sanctions in line with the Behaviour Policy.

5. Storage of Mobile Phones

To maintain a mobile phone-free environment:

- Learners will hand their mobile phone to a member of staff on arrival.
- Phones will be stored securely in a locked cabinet or designated secure storage area.
- Devices will be returned at the end of the session or school day.
- Learners bringing phones onto site do so at their own risk. EMZ Aesthetics will take reasonable care of stored devices but cannot accept responsibility for loss or damage beyond its legal obligations.

Learners are encouraged not to bring unnecessary valuables into the provision.

6. Exceptions

Reasonable adjustments may be made where mobile phone access is necessary for:

- Medical needs (for example, monitoring medical conditions).
- Agreed safeguarding arrangements.
- Specific SEND requirements.
- Emergency situations authorised by the Designated Safeguarding Lead (DSL) or Centre Manager.

Any exception will be agreed in advance with parents/carers and the referring school where appropriate.

7. Contact Between Parents and Learners

Parents and carers should not contact learners directly during the school day unless there is an emergency.

If urgent contact is required:

- Parents/carers should telephone EMZ Aesthetics.
 - Staff will relay messages promptly.
 - Learners will be supported to contact parents if necessary.
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8. Unauthorised Use

Examples of unacceptable use include:

- Using a phone during lessons or practical activities.
- Sending or receiving messages.
- Accessing social media.
- Playing games.
- Watching videos.
- Recording audio.
- Taking photographs or videos.
- Sharing images without consent.
- Using phones to intimidate, bully or harass others.
- Wearing or using smart watches to send or receive messages.

9. Sanctions

Where learners fail to comply with this policy, staff may:

First Incident

- Reminder of expectations.
- Phone confiscated until the end of the session.

Repeated Incidents

- Phone confiscated until collection by a parent/carer where appropriate.
- Behaviour discussion with learner.
- Contact with parent/carer and referring school.
- Behaviour support or restorative meeting.

Serious Misuse

Examples include:

- Filming staff or learners.
- Sharing inappropriate images.
- Online bullying.
- Recording without consent.
- Refusal to surrender a phone.

These incidents may result in:

- Removal from the learning environment.
 - Safeguarding referral.
 - Behaviour review.
 - Referral to the commissioning school.
 - Police involvement where criminal offences may have occurred.
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10. Searching for Mobile Phones

Where there is reasonable suspicion that a learner possesses or is using a mobile phone contrary to this policy, staff will follow the powers and procedures set out within current Department for Education guidance and the school's Behaviour Policy.

Searches will only be conducted by authorised staff, proportionately, respectfully and in accordance with safeguarding procedures.

11. Responsibilities

Centre Manager

- Ensure implementation of this policy.
- Review procedures regularly.
- Support staff with enforcement.

Staff

- Apply the policy consistently.
- Model appropriate use of technology.
- Challenge inappropriate use calmly and professionally.
- Record incidents where appropriate.

Learners

- Follow the policy at all times.
- Respect staff instructions.
- Report concerns relating to mobile phone misuse.

Parents/Carers

- Support the policy.
 - Avoid contacting learners directly during the school day except in exceptional circumstances.
 - Reinforce expectations regarding responsible technology use.
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12. Safeguarding

Unauthorised use of mobile phones may create safeguarding concerns including:

- Cyberbullying.
- Sharing indecent or inappropriate images.
- Online exploitation.
- Unauthorised photography or recording.

- Breaches of confidentiality.

Any safeguarding concerns arising from mobile phone use will be managed in accordance with the EMZ Aesthetics Safeguarding and Child Protection Policy.

13. Monitoring and Review

This policy will be reviewed annually or sooner if:

- Department for Education guidance changes.
 - Legislation changes.
 - Safeguarding requirements change.
 - Significant incidents indicate amendments are required.
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Related Policies

- Behaviour Policy
 - Safeguarding and Child Protection Policy
 - Online Safety Policy
 - Acceptable Use of ICT Policy
 - Data Protection Policy
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Legislative and Guidance References

This policy has been developed with reference to:

- Department for Education: *Mobile Phones in Schools*.
- Department for Education: *Behaviour in Schools*.
- Department for Education: *Keeping Children Safe in Education (KCSIE)*.
- Equality Act 2010.
- Data Protection Act 2018 and UK GDPR.

EMZ Aesthetics is committed to maintaining a safe, respectful and distraction-free learning environment where all learners can engage fully in education and vocational learning.