



Mobile Phone Policy & Procedure

Cape Cabin and its staff are not responsible for any damage to or theft of a student's mobile phone. Students must properly secure and take care of their own phones.

Students do not get the Wi-Fi code

- Mobile phones may be used at Cape Cabin before lessons, during breaks, at lunch, and after lessons have finished.
- During the academic times, mobile phones must remain out of sight and in silent mode, in students' bags or we can provide tubs for them to be placed in and stored on a desk / shelf within the cabins.
- Although there may be a time when a staff member asks a student to use their phone for research as part of the session's activities.
- We recognise that for some listening to music really helps focus the mind, so we encourage wireless buds which then can be used with the phone but with the phone out of sight – playlists must be created prior to the session.
- We acknowledge that there may be times that a young person needs to check in with people at home and this can be organised and agreed between staff and the commissioning parties so all are aware. If we feel that this is being misused, Step 1 of the disciplinary procedure will be acted upon.
- If a student needs to place an emergency phone call during the day, they should speak to Jen / Helen / Matthew, who can support the student and move them to a quieter area to enable call to be made

Those who wish to bring them but not keep the phone on their persons we will lock the phone away for them and return it at the end of the day

Students may be subject to disciplinary action if their use of their mobile phone impacts on theirs and others ability to learn, if it is disrupting the educational environment:

Step 1 will be a request to service users and /parents to advise their child of appropriate use of their phone whilst at Cape Cabin.

Step 2 is a call/ letter / email to the commissioning party warning that a continued breach of the rules will result in a day's exclusion.

Step 3 If step 2 is implemented and still the student breached the policy then is a call/ letter/ email home informing the commissioning party that their student will not be allowed to bring their phone to the centre. Any breach of the ban will result in the child being sent home and a placement review to take place.

An immediate phone ban and a fixed days exclusion with a placement review will occur if the student is caught photographing and / or recording audio and / or visual a person/s on site at Cape Cabin without the person/s consent.

The incident will be logged by staff.

It is illegal to record and or share images, video and or audio recordings without a person informed consent and any caught doing so will be reported to their commissioning party / parents / police advice will be sought.

Mobile phones must be placed in bags, or another location away from students and their desks during tests and assessments.

Staff work phones are essential as part of communication between staff throughout the day and will be on. Staff may have their personal mobile phone with them but it must be on vibrate / silent mode and out of sight.

academic and supportive SEBD sessions.

A representative from Cape Cabin must read the mobile phone policy alongside the student as part of their induction and

A copy can be sent home if requested

Helen Tilley July 2023