



PTS Youth Mobile Phone Policy

1. Introduction

Prospect Training Services (PTS) is committed to maintaining the highest standards of integrity, safeguarding, openness and accountability. As an education and training provider working with children, young people and vulnerable adults, we recognise the critical importance of creating an environment in which individuals feel able to raise concerns safely and confidently.

The mobile phone policy plays a vital role in protecting staff and learners and maintaining regulatory compliance and ensuring ethical conduct across the organisation. This policy sets out the rules for the use of mobile phones and devices whilst attending PTS.

2. Purpose

PTS recognises the importance of emerging technologies and how personal mobile phones and devices can offer safety assurance for learners when they are away from home and travelling. We understand that mobile phones and devices will be brought into our centres and through this policy we aim to create a safe, respectful and distraction-free learning environment for all learners, staff and visitors.

3 Scope

This policy applies to all learners at PTS.

It applies to the education and training provision at PTS.

4 Responsibility

It is the responsibility of learners who bring mobile phones/electronic devices into the centre or to their work experience placement to abide by the guidelines within this policy.

The decision to provide a mobile phone/electronic device to the learner is made by the parent/carer, it is therefore their responsibility to ensure that the learner knows the capabilities of the mobile phone/device and the implications of any misuse of the device.

The parent/carer is responsible for obtaining insurance for the mobile phone/electronic device, PTS cannot accept any responsibility for the loss, damage of or any costs incurred due to its use.

5 Rules relating to use

We will refer to mobile phones and electronic devices as 'devices'

In the learning centre:

- Learners are required to hand their devices to a member of staff at the start of each taught session.
- Devices will be stored securely in allocated device lockers which are located within the classroom for the duration of the session, devices can be collected at the end of the session.

- Learners are responsible for ensuring their device is switched off or on silent before handing it in.
- Devices may only be retained during class where this has been agreed in advance for medical, accessibility or other authorised reasons.
- Devices must not be used during lessons unless specifically authorised by a member of staff for a learning activity.
- Unauthorised use of a devices during lessons may result in disciplinary action in line with the PTS Attendance & Behaviour Policy.
- Devices are not permitted at any time within the changing room areas designated for sports activities.

In the work experience placement:

- Learners will be given an induction to their workplace, where they will be provided with the organisations policy on devices in the workplace.
- Learners will be expected to adhere to the employer's policy on use of devices, if the employer reports any breaches to PTS this will be addressed with the learner via the disciplinary process and could result in a termination of the work experience placement.

Photography, Video and Audio Recording

- Learners must not take photographs, videos or audio recordings of other learners, staff or visitors without their explicit permission and the permission of PTS.
- Under no circumstances should the learner use their device to take photos, record audio or videos in their workplace, unless agreed by the employer for specific purpose.
- Recording or sharing images, videos or audio taken on the premises or during external activities without permission is prohibited.
- Any unauthorised recordings will be requested to be deleted immediately and may result in disciplinary action.

Bullying and Inappropriate Use

- Devices must not be used to bully, harass, intimidate, threaten or embarrass others, either on or off PTS premises where this affects the learning environment.
- This includes abusive messages, social media posts, group chats, sharing images or videos without consent, impersonation, or any form of cyberbullying.
- Allegations of cyberbullying or misuse of devices will be investigated and may result in disciplinary action. Serious incidents may be referred to parents/carers (where appropriate), the police, safeguarding agencies or other relevant authorities.

Safeguarding

- Any device use that raises safeguarding concerns, including the sharing of inappropriate or indecent images, will be managed in accordance with the PTS Safeguarding & Child Protection Policy and relevant UK legislation.

Breaches of this Policy

- Failure to comply with this policy may result in disciplinary action, including temporary confiscation of the device and/or removal from the learning session in line with the PTS Attendance & Behaviour Policy.

Parent/Carer Contact During the Day

- To minimise disruption to learning, parents and carers should not contact learners directly on their devices during teaching sessions.
- If a parent or carer needs to contact a learner urgently whilst they are in the centre, they should telephone the main office. A member of staff will ensure that any urgent messages are passed on promptly or arrange for the learner to return the call at an appropriate time.
- Similarly, if a learner needs to contact a parent or carer during the training day, they should speak to a member of staff, who will make appropriate arrangements where necessary.
- If a parent or carer is contacted directly by a learner using their device, where there is a concern for learner welfare or safety, it is the parent/carer's responsibility to contact the centre and ensure that PTS staff are aware, this will help us to safeguard the learner.

10 Monitoring and Review

The effectiveness of this policy will be reviewed periodically as part of the organisation's governance framework. This policy will be formally reviewed every year or earlier where legislative, regulatory or organisational changes require amendment.

11. References

Legislation

- Childrens Act 2004
- Education Act 1996
- Childrens Wellbeing and Schools Act 2026
- UK GDPR / Data Protection Act 2018
- Human Rights Act 1998
- Online Safety Act 2023
- Prevent Duty / Counter Terrorism and Security Act 2015

Statutory Guidance

- KCSIE 2026
- Working Together to Safeguard Children 2026
- DFE Mobile Phones in Schools – although this is not mandatory for post 16, it does state that we should use this guidance to inform our policies, so whether we can refer to this and state this is good practice
- DFE Searching, Screening and Confiscation

Internal Policies

- PTS Safeguarding & Child Protection Policy
- PTS Online Safety and Filtering Policy

Review and Version Control

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- PTS Attendance and Behaviour Policy
- PTS Equality, Diversity, and Inclusion Policy
- PTS Professional Boundaries Guidance
- PTS Learner Search Policy
- PTS Learner Code of Conduct
- PTS Data Protection & GDPR Policy

Revision Details			
Revision	Changes	Page	Date of changes

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