Mobile Phone Policy

Safeguarding is Everyone's Responsibility

Policy Brief and Purpose

Our **mobile phone policy** outlines our guidelines for using mobile phones at Next Steps Education. This applies to tutors/mentors/employees and students.

We recognise that mobile phones (and smartphones especially) have become an integral part of everyday life. They may be a great asset if used correctly (for productivity apps, calendars, business calls etc.). We also understand that for some students, making use of a mobile phone can support their learning experience.

But mobile phones may also cause problems when used imprudently or excessively.

Scope

This policy applies to all our tutors/mentors/employees and students

Policy Elements

Despite their benefits, personal mobile phones may cause problems in the workplace or a a place of learning. Tutors/mentors/employees and students who use their mobile phones excessively may:

- Get distracted from their work or learning.
- Disturb colleagues or other learners by speaking on their phones.
- Cause security issues from inappropriate use of equipment or misuse of our company's internet connection.
- Cause accidents when they illegally use their phones inside vehicles or near areas where using phones is prohibited.
- Our company expects employees to use their mobile phones prudently during working hours.

We advise our tutors/mentors/employees to:

Use mobile phones only when essential.

Surf the internet, text and talk on the phone only for a few minutes per day when in work.

Turn off or silence their phones when asked.

We won't allow employees, tutors, mentors or students to:

Play games on the cell phone during working/learning hours.

Use their phones for any reason while driving a vehicle.

Use their mobile phone's camera or microphone to record confidential information.

Use their phones in areas where phone use is explicitly prohibited.

Speak on their phones within earshot of colleagues'/peers' working space during working/learning hours.

Download or upload inappropriate, illegal or obscene material on a mobile phone using Next Steps Education Ltd internet connection.

How to properly use mobile phones in the workplace

Tutors/mentors/employees can benefit from using cell phones. They're allowed to use their phones:

- To make business calls.
- To use productivity apps.
- To check important messages.
- To make brief personal calls away from the working space of colleagues.
- Employees can use their phones during breaks or at lunch hour and while in a stationary vehicle.

Disciplinary Consequences

Next Steps Education Ltd retains the right to monitor tutors/mentors/employees for excessive or inappropriate use of their mobile phones when contracted to Next Steps Education Ltd. If a tutor's/mentor's/employee's phone usage causes a decline in productivity or interferes with our operations, we'll ban that employee from using their mobile phones.

Employees/tutors/mentors may face severe disciplinary action up to and including termination of their contract, in cases when they:

Do not follow this policy.

Cause an accident by recklessly using their phones.

Last Reviewed: January 2026

Next Review: January 27