MOTORVATION
TRAINING LTD
Setting the Standard in Motor Vehicle Training

Mobile Phone Policy

School Name	Motorvation Training LTD
School Address	Unit 3 Merrick Street HU9 1NG
Date Policy Revised	Sept 2025
Date of GB Approval (where applicable)	
Date of next revision	September 2027

Introduction and aims

At Motorvation Training we recognise that mobile phones are an important part of everyday life for our students, parents and staff, as well as the wider school community.

Our policy aims to:

- Set clear guidelines for the use of mobile phones for students and staff
- Support our other policies such as Safeguarding, Anti-Bullying, Behaviour and Acceptable use of IT
- Support the DfE guidance Keeping children safe in education - GOV.UK

This policy aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Impact on mental health
- Risk of online bullying or harassment
- Over reliance on mobile technology
- Impact on learning in the classroom
- Reduced physical socialisation
- Risk of theft, loss, or damage
- Impact on attitude and behaviour
- FOMO (Fear Of Missing Out)

Roles and responsibilities

- All staff (including teachers, support staff, and supply staff) are responsible for enforcing this policy
- All staff are responsible for the implementation of sanctions (3.4.)
- Volunteers, or anyone else otherwise engaged by Motorvation Training, must alert a member of staff if they witness, or are aware of, a breach of this policy
- The Managing Director is responsible for monitoring the policy every year, reviewing

it, and holding staff and students accountable for its implementation
- The Managing Director has ultimate responsibility for decisions made in line with this policy
- The Managing Director has the right to make a reasonable adjustment to this policy if deemed appropriate or necessary

Use of mobile phones by students.

- Mobile Phones must not be used, seen or heard during the academic day. The academic day starts when students arrive onto our site in the morning, and finishes when the students leaves to go home.
- Mobile phones and associated devices must be switched off at the start of the academic day. For avoidance of doubt, the day will start when the student enters our site.
- Mobile phones are to be handed into reception when entering the building, the phone will be locked in a secure safe, and a key will be handed to the student.
- The student will have sole access to the secure safe, and as such, they will need to keep the key secure. If a student loses their key, Motorvation Training will order a new key, but will require a payment of £10 before this order can be made.
- Students will not be allowed to use mobile phones or associated devices between entering Motorvation Training grounds at the start of Motorvation Training day and leaving Motorvation Training building at the end of Motorvation Training day
- Phones must be switched off (not just put on 'silent')
- Students are not permitted to use smart watches
- Mobile phones are not permitted in any internal or external exam or test environment. Bringing a phone into the test room can result in disqualification
- Students needing to use mobile phones for medical purposes will be dealt with on a case by case basis, and if granted, the phone may only be used for the sole purpose of meeting the medical need Supporting pupils with medical conditions at school - GOV.UK

Extra-curricular activities and school trips

- The section entitled 'Use of mobile phones for students', applies to students during extra-curricular activities
- Use of mobile phones during school trips and or educational visits will be communicated by the trip leader to parents

Sanctions

Mobile phone or associated device is used, seen or heard	The student will have an opportunity to hand the phone over for safekeeping in the mobile phone lockers. The student will collect the phone from Student Reception at the end of the academic day Where this is persistent, the tutor will implement a Behaviour Plan
Mobile phone or associated device is used, seen or heard but the student refuses to hand the mobile phone to the member of staff	Refusal to hand the phone or associated device to the member of staff will result in the student being sent home. Sanctions in line with our Behaviour Policy will be given. Persistent refusal to hand in the mobile phone or associated devices will result in escalated consequences in line with our Behaviour Policy. This may include the student's placement being removed.

In line with the advice by the DfE Guidance for schools on prohibiting the use of mobile phones throughout Motorvation Training day February 2024 we will be implementing a 'Never used, seen or heard' approach.

Headteachers are backed by the DfE to confiscate mobile phones and similar devices for the length of time they deem proportionate.
Guidance for schools on prohibiting the use of mobile phones throughout school day February 2024

Schools also have power to search students' phones, as set out in the DfE's guidance on Searching, Screening and Confiscation (publishing.service.gov.uk)

The DfE guidance allows a school to search a student's phone if you have reason to believe the phone contains pornographic images, or if it is being/has been used to commit an offence or cause personal injury.

Certain types of conduct, bullying or harassment can be classified as criminal conduct. Motorvation Training takes such conduct extremely seriously, and will involve the police or other agencies as appropriate.

Such conduct includes, but is not limited to:
Sexting
Threats of violence or assault
Abusive calls, emails, social media posts or texts directed at someone on the basis of someone's ethnicity, religious beliefs or sexual orientation

Use of mobile phones by staff

Personal mobile phones

Staff should set a good example, modelling the behaviour that is expected of students. It is inappropriate for staff to send texts, and make or receive calls while students are present or during contact time.

Use of personal mobile phones is restricted to non-contact time, and to areas of Motorvation Training where students are not present (such as the staff room).

There may be rare circumstances in which it is appropriate for a member of staff to have use of their phone during contact time. For instance:

For emergency contact by their child, or their child's school
In the case of acutely ill dependents or family members

Extra-curricular activities and Trips

Staff should set a good example, modelling the behaviour that is expected of students (3.1.) whilst leading or supervising extra-curricular activities and school trips. It is inappropriate for staff to send texts and make or receive calls while students are present or during contact time.

Communication made by a school phone must be professional in line with the Motorvation Training Staff Code of Conduct
It is not permitted for staff to take photographs of students or message students using their personal devices
Additional helpers including parents, must adhere to the guidance within this policy

Loss, theft or damage

Students must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

Motorvation Training accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while students are travelling to and from school

Contacting Parents/Carers

Parents/carers wishing to pass a non-urgent message to their child during the academic day, should call Motorvation Training using 01482 425288 A member of staff will communicate with the student during Motorvation Training day

Parents/carers needing to pass an urgent message to their child during the academic day, should call Motorvation Training using 01482 425288. A member of staff will communicate with the student immediately

Students needing to contact a parent/carer during the academic day should request to use the phone at Student Reception during Break or Lunchtime. Students will be asked to give a reason for contacting home

Students will not be allowed to call parents/carers during lesson time.

Students who have any immediate worries or concerns during the academic day, should speak to a trusted member of staff to help resolve the issue
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The Role of Parents/Carers

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones and should be encouraged to reinforce and discuss the policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile phone-free environment. Where parents need to contact their child during the school day, they should be directed to the school office, where staff should be aware of the school's policy on relaying messages and facilitating contact. Where parents have questions or concerns, staff should address these in a timely manner and clearly communicate the reasons for prohibiting the use of mobile phones.

(extract from DFE 'Mobile phones in schools' - Guidance for schools on prohibiting the use of mobile phones throughout the school day - February 2024)

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