

Mobile Devices Policy

Academic year 2026–2027



LIMISHA

TRAINING ACADEMY

Hair • Beauty • SEND Provision

Contents

Statement of intent	3
1. Legal framework	3
2. Roles and responsibilities	3
3. Ownership and responsibility	4
4. Acceptable use	4
5. Unacceptable use	4
6. Adaptations and reasonable adjustments	4
7. Cyberbullying	5
8. Searching learners	5
9. Sanctions	5
10. Monitoring and review	5

Mobile Devices Policy

Statement of intent

Mobile phones, tablets and other personal electronic devices have become widely available and accessible to learners. This policy is designed to prohibit the use of mobile phones and similar smart technology throughout the day, including break and lunch times, unless an agreed exception applies.

Limisha Training Academy accepts that personal mobile phones and tablets are often provided to learners by parents or carers to support personal safety and security; however, such devices can pose safeguarding, behaviour, privacy and learning risks. This policy establishes how personal electronic devices will be managed to support learner safety, protect the learning environment and provide clear expectations for learners, parents, carers and staff.

Personal electronic devices include, but are not limited to, mobile phones, smart watches, personal digital assistants, handheld entertainment systems, portable internet devices, tablets, laptops and wireless handheld technologies capable of word processing, internet access, image capture, recording, sound recording or information transmitting, receiving or storing.

1. Legal framework

This policy has due regard to relevant legislation, statutory guidance and good practice guidance, including DfE guidance on mobile phones in schools, behaviour in schools, Keeping Children Safe in Education, searching, screening and confiscation, cyberbullying, the Data Protection Act 2018, the UK GDPR, the Children's Wellbeing and Schools Act 2026, the Voyeurism (Offences) Act 2019, the Protection of Children Act 1978 and the Sexual Offences Act 2003.

This policy should be read alongside the Academy's Anti-bullying Policy, Online Safety Policy, Data Protection and GDPR Policy, Searching, Screening and Confiscation Policy, Child Protection and Adults at Risk Safeguarding Policy, Complaints Policy, Behaviour Policy and Staff Code of Conduct.

2. Roles and responsibilities

- The Director is responsible for implementing, evaluating and reviewing this policy, ensuring the policy is applied fairly and without discrimination, communicating expectations to staff, learners, parents and carers, handling complaints in line with the Complaints Policy, and deciding how best to maintain a mobile phone-free environment.
- Staff are responsible for applying this policy consistently and proportionately, confiscating devices where appropriate, reporting safeguarding concerns to the DSL or deputy DSL, modelling appropriate device use and teaching learners about risks linked to mobile phones, smart technology and social media.
- The DSL is responsible for responding to safeguarding concerns arising from device misuse, including incidents involving image sharing, upskirting, cyberbullying, harmful content or suspected criminal behaviour, and for liaising with children's social care, adult safeguarding services or the police where required.
- Learners are responsible for following this policy and any individual agreement, adaptation or reasonable adjustment that applies to them.

3. Ownership and responsibility

- Learners are responsible for their own belongings. Limisha Training Academy accepts no responsibility for replacing property that is lost, stolen or damaged on the premises, while travelling to and from the centre, or during Academy events.
- Staff will be protected against liability in proceedings relating to loss or damage to confiscated personal devices where they have acted lawfully and in line with this policy.
- Learners are responsible for replacing Academy property they lose, damage or steal, including electronic devices.
- Learners and staff should use a personal PIN or passcode on devices brought to the Academy to protect personal data, images and videos if the device is lost, stolen or accessed without permission.

4. Acceptable use

Where learners bring personal electronic devices into the centre, they are expected to make parents or carers aware. Learners remain responsible for the safety and security of personal devices, and Limisha Training Academy will not accept responsibility for loss, theft or damage. Personal devices must not be used during the day, including break and lunch times, unless an agreed exception applies. Where an exception is agreed, use will be limited strictly to the purpose and conditions set out by the Academy.

Where a Bring Your Own Device scheme is used to support learning through laptops or tablets, devices must be used only for the educational purpose intended and in accordance with the Device and Technology Acceptable Use Agreement. BYOD arrangements do not include mobile phones.

5. Unacceptable use

Learners are encouraged not to bring phones to the Academy. Where phones are brought in, they must be switched off or on silent and stored in the boxes provided in each classroom at the beginning of the day, unless an agreed exception applies. Unless express permission is granted by staff, or an adaptation or reasonable adjustment applies, mobile devices must not be accessed at any point during the day.

Devices must not be used to send files, record images, video or sound, access inappropriate content, arrange travel during the day, contact parents or carers when unwell instead of following Academy procedures, disrupt learning, bully or intimidate others, or breach privacy. Bluetooth, Wi-Fi or sharing functions must not be used to exchange files on site. Personal electronic devices must not be taken into examinations, changing rooms or toilets.

Personal electronic devices must not be plugged into Academy electrical outlets without express permission from the tutor and without an up-to-date portable appliance test where required. Staff must not give personal contact details to learners and should use work contact details for necessary correspondence.

6. Adaptations and reasonable adjustments

Limisha Training Academy will comply with its legal duty to make reasonable adjustments where necessary. Adaptations may be made in exceptional circumstances and in response to a learner's specific needs, including SEND, medical conditions or safeguarding considerations.

Where an agreed adaptation or reasonable adjustment requires access to a mobile device, use will be permitted only for the specific purpose and within the limits set out in the agreed plan. The Academy will not prevent learners from using a mobile phone where it is required to manage a medical condition effectively.

7. Cyberbullying

All personal electronic devices must be used in line with the Online Safety Policy. Incidents of cyberbullying will be managed and reported in line with the Anti-bullying Policy, Behaviour Policy and safeguarding procedures. As part of the Academy's ongoing commitment to preventing cyberbullying, learners will receive regular teaching and discussion about online safety, responsible digital behaviour and the risks associated with social media and mobile technology.

8. Searching learners

All searches will be conducted in line with the Searching, Screening and Confiscation Policy and relevant DfE guidance. The Director and authorised staff may search a learner or their possessions where they have reasonable grounds to suspect that a learner is in possession of a prohibited item, including a mobile phone or similar device where this is prohibited by the Behaviour Policy.

Staff will seek the learner's cooperation before conducting a search, explain the reason for the search and how it will be conducted, and give the learner an opportunity to ask questions. Staff may ask a learner to show what they are doing on a device where there is a reasonable belief that the device is being used to cause harm, undermine safety, disrupt teaching or commit an offence.

9. Sanctions

Limisha Training Academy will apply sanctions for breaches of this policy in a consistent and proportionate manner, in line with the Behaviour Policy. Where the policy is clearly breached, for example where a device is used, seen or heard during the day, staff may confiscate the device as a disciplinary penalty.

Confiscated devices will be stored securely and retained for a proportionate length of time, as determined by the Director, taking account of the circumstances, the learner's age, SEND, safeguarding needs and any agreed exception or reasonable adjustment. Where a breach raises a safeguarding concern, staff will report this to the DSL without delay.

10. Monitoring and review

This policy will be reviewed annually by the Director. Any changes will be communicated to staff, learners, parents and carers as appropriate.