

## APPENDIX 5: EDUCATIONAL VISITS: MOBILE PHONE POLICY



On non-residential educational visits, rules on mobile phones are the same as when students are in College. Students who have their phones switched on, or who are using their phone, will be sanctioned as per College rules regarding mobile phone usage. There are two exceptions; one would be if there is the need for students to contact home explaining when they will arrive back, and this is only when visit leaders specifically sanction this action; the other would be if the non-residential visit involves a long journey. In this case, as per point 2 below, visit leaders may permit students to use their phones. **The expectation is *not* that any journey on an educational visit or to a sports fixture results in students using their phones.** Visit leaders who anticipate allowing students to use their phones whilst travelling on a non-residential visit need to have permission granted specifically by the Vice Principal prior to the visit.

On some residential educational visits, students will not be permitted to bring mobile phones.

On some residential educational visits, students will be permitted to bring mobile phones. On these visits, visit leaders will make the final decisions regarding mobile phone usage. Decisions are **always** made within the following guidelines:

1. Student usage of mobile phones and the internet should always be in line with the Student Code of Conduct meaning: *your online activity must not cause harm to another member of the Emmanuel community or bring the College into disrepute.* Students who break this rule will be sanctioned when back in College and their phone confiscated for the remainder of the visit. If College staff suspect a student of breaking this rule, they may ask a student if they can search their phone.
2. Students will normally not be permitted to use phones during the day. An exception may be that students are allowed to use their phone on long journeys, when permitted by visit leaders, or if students are lost and need to contact the visit leader. The visit leader may nominate a short time in the day when students are allowed to use mobile phones, whilst supervised by staff, in order for students to contact their families. Students who use their mobile phones outside these agreed times will have their phone taken off them for the remainder of the visit.
3. Students are not to take or send any photos or videos on their mobile phones or smart watches unless permitted to do so by the teacher and at appropriate points on the visit. Photos are not to be taken of students or teachers without permission or in a way that brings the College into disrepute.
4. Use of a mobile phone in bedrooms is not an automatic right. Visit leaders will make a decision on each residential visit as to whether students should be permitted mobile phones in bedrooms after a certain agreed time each evening. This will depend on the nature of the visit and the age of the students involved and is part of the pre-visit discussion with the Vice Principal and other relevant staff. If it is decided that students should not have mobile phones at night, then visit leaders will collect in all mobile phones (clearly labelled and in individual bags) and store them securely. They will be given out again the next day.
5. The visit leader discusses the planned use of mobile phones on the visit with the Vice Principal as part of the overall risk assessment prior to the visit. The agreed policy on mobile phone usage on that visit as a consequence of the meeting is adhered to on the visit.

6. There might be instances wherein visit leaders require all mobile phones to be handed in as part of an investigation or because of safeguarding concerns.