



Wandsworth Music Mobile Phone Policy

1. Introduction and Aims

Wandsworth Music (WM) is committed to providing a safe, positive and professional learning environment for all children, young people, staff, tutors, volunteers and visitors engaged in its activities.

Mobile phones and electronic devices are a part of modern life, and Wandsworth Music recognises that many students use them for learning, communication, and safety when travelling. They can be helpful tools for accessing practice notes, music tracks, or sheet music.

At the same time, everyone has the right to learn and work without unnecessary distractions. Safe, respectful, and responsible behaviour around mobile phone use is expected from all students. Inappropriate use can present risks to safeguarding, privacy, wellbeing, and effective learning.

The aims of this policy are to:

- Promote the safe, responsible, and professional use of mobile phones and personal devices.
- Safeguard children and young people attending WM activities.
- Provide clear guidance for staff, tutors, volunteers, pupils, parents/carers, and visitors.
- Protect personal data and confidential information.
- Minimise disruption to teaching, rehearsals, performances, and other learning activities.
- Support WM safeguarding, behaviour, data protection and online safety procedures.
- Align our approach to DfE guidance issued to schools.

This policy applies to all WM activities, including:

- Music Academy lessons and ensembles.
- School-based music tuition delivered by Wandsworth Music staff.
- Concerts, performances, and events.
- Online and hybrid learning activities where applicable.

Throughout this policy, the term "mobile phone" refers to any electronic device that is capable of communication, recording images, audio or video, or accessing the internet.

2. Roles and Responsibilities

Wandsworth Music Leadership Team

The CEO of Wandsworth Music is responsible for ensuring that this policy is implemented, monitored, and reviewed regularly.

Staff, Tutors and Volunteers

All WM staff and volunteers are responsible for:

- Consistently applying this policy.
- Modelling appropriate device use.
- Reporting concerns relating to safeguarding, data protection, or misuse of mobile devices.
- Following safeguarding and professional conduct requirements when using mobile technology.

Parents and Carers

Parents and carers are expected to support Wandsworth Music in implementing this policy and should use official Wandsworth Music communication channels when contacting staff.

3. Use of Mobile Phones by Staff and Tutors

Where children and young people are present, staff and tutors should avoid personal mobile phone use except in exceptional circumstances.

Staff and tutors must:

- Not use personal devices to make or receive calls, send messages or browse the internet during lessons, except in the case of emergency.
- Not use personal devices to take photographs, videos or audio recordings of children or young people. Photography or recording may only be undertaken where it has been authorised by Wandsworth Music, and the appropriate consent has been obtained.
- Not store pupil personal data on personal devices.
- Not communicate with pupils through personal phone numbers, messaging services, or social media accounts.
- Follow all safeguarding, UK GDPR and data protection requirements.

Mobile devices may be used to support teaching and learning. However, staff must comply with the mobile device policy of each school or venue in which they work. Where staff work across multiple schools and venues, mobile phone use for operational purposes may be permitted, including:

- Accessing timetables and registers.
- Multi-factor authentication.
- Accessing Wandsworth Music operational systems.
- Accessing professional teaching resources and sheet music.
- Emergency communication.

All mobile phone use must remain professional and appropriate at all times.

4. Use of Mobile Phones by Children and Young People in Schools

- The use of mobile phones by children and young people is prohibited in schools. This includes lessons, breaktimes and lunchtimes.

5. Use of Mobile Phones by Children and Young People at the Wandsworth Music Academy

Children and young people attending Wandsworth Music activities may bring mobile phones for travel and personal safety purposes where necessary.

Unless specifically authorised:

- Mobile phones must be switched off or set to silent during lessons, rehearsals and performances.
- Mobile phones must not be used during teaching sessions.
- Mobile phones must not be used in changing areas, toilets or other private spaces.
- Photography, filming or audio recording is not permitted unless authorised by Wandsworth Music and the appropriate consent has been obtained.
- Devices must not be used in ways that disrupt learning or place others at risk.

Sharing or accessing inappropriate content will result in serious consequences and may lead to exclusion from Wandsworth Music activities.

Where a device is used in breach of this policy, an authorised member of staff may require it to be handed over temporarily. The device will be stored securely and normally returned to the pupil at the end of the session. For serious or repeated misuse, it may be returned directly to a parent or carer.

6. Safeguarding and Photography

The safeguarding of children and young people is paramount.

Any concern involving harmful, abusive, sexual, threatening or potentially illegal content must be reported immediately to the Designated Safeguarding Lead, who will determine the appropriate action in accordance with safeguarding procedures.

Staff, tutors, volunteers, parents/carers and visitors must not:

- Take photographs or recordings of children unless authorised by Wandsworth Music and the appropriate consent has been obtained.
- Share images of young people through personal social media accounts.

All authorised photography and recording must follow Wandsworth Music consent procedures and safeguarding guidance.

7. Parents, Carers and Visitors

Parents, carers and visitors attending Wandsworth Music activities are expected to:

- Respect safeguarding and privacy requirements.
- Follow instructions regarding photography and filming at concerts and events.
- Refrain from disrupting lessons, rehearsals, and performances through mobile phone use.

Any authorised recordings taken at public performances must be for personal use only unless explicit permission has been granted.

8. Reasonable Adjustments

Reasonable adjustments may be agreed for pupils who require access to a device because of a disability, medical need, communication requirement or other individual circumstance. Pupils may also use a phone in an emergency with the permission of a member of staff.

9. Loss, Theft and Damage

Individuals bringing mobile phones or personal devices to Wandsworth Music activities do so at their own risk.

Wandsworth Music accepts no responsibility for loss, theft or damage to personal devices.

10. Monitoring and Review

Wandsworth Music will review this policy every two years, or sooner if required by changes in legislation, safeguarding guidance or local authority policy.

The review will take account of:

- Safeguarding incidents.
- Feedback from staff, parents/carers, and participants.
- Changes in the Department for Education guidance.
- Relevant local authority requirements.