



## APP-029-1.0b Mobile Phone Policy

**January 2026**

### 1 INTRODUCTION

It is recognised that mobile phones play an important role in our lives but their use at MGTS should follow agreed rules and guidelines to prevent inappropriate use.

Increasing sophistication of mobile device technology presents a few issues for MGTS:

- The inherent dangers associated due to the integration of cameras and media players leading to safeguarding and data protection issues.
- The potential use of mobile phones during the training day thus causing potential disruption.
- The increasing need to protect from any invasion of privacy or harassment associated with the misuse of phones.

### 2 RESPONSIBLE USE

Learners are permitted to bring mobile phones into MGTS. However, if they choose to do so it is on the understanding that they agree with the following limitations on its use:

- Mobile phones are only permitted to be used during training sessions when specifically sanctioned by their trainer/lecturer when they would consider how the use of a mobile phone would help support learners with their learning.
- When undertaking examinations and assessments, mobile phones are not permitted.
- If a learner needs to be contacted by the employer, family, or for medical reasons within the session times, this can be done through the main MGTS telephone number: 024 7663 0333.

### 3 UNACCEPTABLE USE

MGTS will consider any of the following to be unacceptable use of the mobile phone resulting in sanctions being taken:

- Making unauthorised video recordings of other learners or staff members, without prior consent.
- Make voice recordings or take photographs of other learners or of a member of staff without receiving their consent.
- Bullying, harassing or intimidating staff or learners using text, e-mail, or multimedia messaging, sending inappropriate messages or posts to social networking or blogging sites.
- Refusing to switch a phone off or handing over the phone at the request of a member of staff.
- Using the mobile phone outside MGTS hours to intimidate or upset staff and learners will be considered a breach of these guidelines in the same way as unacceptable use which takes place in MGTS time.

### 4 SANCTIONS

Learners are notified that appropriate action will be taken against those who are in breach of the

acceptable use guidelines. In addition:

- Learners should be very clear that MGTS is within its rights to confiscate the phone where the guidelines have been breached [see section on Confiscation Procedure].
- If a phone is confiscated MGTS will make it clear for how long this will be and the procedure to be followed for its return.
- Learners should be aware that the police will be informed if there is a serious misuse of the mobile phone where criminal activity is suspected.
- If a learner commits an act which causes serious harassment, alarm or distress to another learner or member of staff the ultimate sanction may be dismissal. MGTS will consider the impact on the victim of the act in deciding the sanction, employers and parents will be involved.

## 5 CONFISCATION PROCEDURE

If a mobile phone is confiscated:

- The learner will be informed that the phone can be collected at the end of the training day from the Centre Lead.
- The confiscation incident will be recorded in the apprentice's personal file.
- MGTS will ensure that confiscated equipment is stored in such a way that it is secure prior to its return to the correct person.
- Where a learner persistently breaches the guidelines, following a clear warning, the Centre Lead may impose an outright ban from bringing a mobile phone to MGTS. This may be a fixed period or permanent ban and will also result in disciplinary action taking place.

## 6 IMPROPER USE

- In instances of a breach of policy MGTS will carry out an investigation into the circumstances of the incident.
- The incident will be reported to the MGTS Designated Safeguarding Lead.
- Disciplinary action may also be taken, depending upon the nature of the incident.

## 7 CONTACT INFORMATION

For queries regarding this policy and/or procedure:

**Curriculum Manager**

Midlands Group Training Services Limited  
Gulson Road  
Coventry, CV1 2JG  
Tel: 02476630333  
Email: amurray@mgts.co.uk

**Policy Owner:** Curriculum Manager

Date	Summary of Changes	Version:	Author (Updated by):
16 January 2026	Existing Policy (AP.2.05.a) added to new document control format	1.0	Jordan Geoghegan Quality & Compliance Manager

**Next Review:** See Document Control Register

Policy Approved By:



Adam Murray  
**Curriculum Manager**  
16.01.2026