

Use of Mobile Devices Policy

This document explains Young Epilepsy's policy on the acceptable use of mobile devices. Young Epilepsy want to safeguard children and young adults, protect its employees and protect its data and information.

Young Epilepsy:

- recognises the benefits of mobile devices and the potential risks.
- recognises that the welfare, protection, and safety of every student in our care is of paramount importance, and we take our responsibility to safeguard them seriously, particularly:
 - Staff being distracted whilst they are working with students.
 - The potential inappropriate use of mobile phones and cameras whilst working with students.
- recognises the enhanced functions of many mobile devices gives the most cause for concern and are considered the most susceptible to potential misuse.
- will ensure business can be conducted with the confidence that sensitive information remains protected and secure.
- make sure all mobile device users are fully aware of and compliant with the relevant policies and legislation.

This policy applies to:

- Employees (permanent and temporary)
- Trustees
- Governors
- Volunteers and work placements
- Contractual third parties
- Students

The Use of Mobile Devices policy and procedure should be read in conjunction with those for IT, Child and Adult Protection and Safeguarding and Online Safety.



This policy is agreed by the Executive Team and will be implemented by all departments.

Signed:

Date: 22 January 2024

Director of Finance, IT and Facilities

Date of next review: 1 March 2026

Version Control table			
Creation:-			
Approved by:-			
<u>Version No.</u>	<u>Date of changes</u>	<u>Reason for change</u>	<u>Changes made by</u>
1.2	21.12.21	Regular Review & Update	Gill Walters
1.3	9.1.24	Regular Review & Update. Reworded and reformatted to increase clarity.	Martin Crouch