



Mobile Phone, Social Networking Policy, and Online Safety Training

Productive Learning UK Limited believe that staff should be completely attentive during their hours of work to ensure that all learners receive good quality care and learning interventions.

This is why mobile phones are not to be used during working hours. Learners may not use their mobile phones during their sessions; both practical and educational.

Productive Learning UK Limited believe that restrictions need to be placed on staff when they access social networking sites.

The reputation of Productive Learning UK Limited is of paramount importance as a good alternative education provision, and comments on sites such as 'Facebook', 'X', and 'Instagram' could have an impact on how the provision is viewed.

All Productive Learning UK Limited employees must adhere to the following:

- Mobile phones are not to be turned on during working hours.
- Mobile phones may be used during designated breaks only and must be used away from learners on site.
- Mobile phones should be left in the main office unless on a designated break.
- No photographs of learners may be taken on personal mobile phones, unless for use in their work portfolios, and the photos may only be taken by the Director of Productive Learning UK Limited.
- Once printed for the work portfolio the photos will be deleted in line with our Photography Policy.
- Employees are not permitted to post anything onto any social media networking site, such as, but not limited to 'Facebook', that could be construed to have any impact on the reputation of Productive Learning UK Limited.
- Employees must not post anything onto social networking sites that could offend any other employee of Productive Learning UK Limited, nor any learner, parent, carer or agencies with which Productive Learning UK Limited are in partnership with.
- Employees are not permitted to allow learners to become 'friends' on social networking sites, however if employees choose to allow parents or carers of learners to view their social media profiles then this relationship must remain professional at all times, and public discussion of learners is prohibited.
- If any of the above points are not adhered to then the employee involved will face disciplinary action in line with our Disciplinary Policy, which could result in dismissal.

All learners at Productive Learning UK Limited, must adhere to the following:

- Mobile phones are to be handed in on arrival and will be stored securely until the end of the session in a locked cabinet.
- Learners are not permitted to take photographs of staff or other learners.



- Learners are not permitted to post anything onto social networking sites that could offend other learners.

Online Safety Training for Learners

Productive Learning UK Limited will provide online safety training for learners as part of its alternative education provision curriculum. The training will support learners to use the internet, mobile devices and social networking platforms safely, responsibly and with increasing independence.

The training will cover the content of the AQA Unit Award Scheme Online Safety units, including Unit 1, Unit 2 and Unit 3. This will include, as appropriate to each learner's needs and ability, understanding what personal information should not be shared publicly online, recognising safe websites, responding safely to requests from people met online, identifying internet scams or hazards, and understanding safety rules relating to webcams and the sending of photographs.

Learners will also be supported to understand the risks of sharing personal information, ways to protect mobile devices and social media accounts, how to recognise secure websites and phishing emails, the importance of using secure passwords and privacy settings, how to recognise harmful or illegal online content, and how to report concerns appropriately.

The training will further cover healthy and responsible internet use, including screen time limits, the importance of taking breaks, recognising and avoiding online risks such as pop-ups and unsafe links, and applying online safety strategies with increasing independence.

Evidence of learning will be recorded in line with AQA Unit Award Scheme requirements.

Parents, Carers & Visitors

Productive Learning UK Limited operates its own mobile usage policy in relation to staff and visitors to the premises. Whilst we recognise that there may be emergency situations which necessitate the use of a mobile phone, to ensure the safety and welfare of learners in our care; parents, carers, and visitors are also kindly asked to refrain from using their mobile phone whilst on the premises, and to adhere to the policy of not taking photographs with mobile devices.

Policy Review

This policy will be reviewed regularly in line with legislative updates, and in any event not less than annually.

A handwritten signature in black ink, appearing to read "N. Morris", is written over a horizontal line.

Nicholas Morris
Director – Productive Learning UK Limited