**Mobile phone policy**

*for*

**CNCDance Ltd**

Our mobile phone policy outlines our guidelines for using mobiles while at dance.

We recognise that mobile phones have become an integral part of everyday life, with most people having one. However mobile phones are not permitted for personal use while attending CNCDance as this can cause problems. This policy applies to all staff helpers, volunteers, parents, and students while attending our classes.

Despite their benefits, mobile phones can cause problems within the class. By using a mobile phone while at dance staff or students are:

* Distracted from their duties and responsibilities
* Disturb others
* Can cause a security risk from inappropriate use
* Could have inappropriate content for those within the building, especially if playing music with inappropriate language in.

Students may bring their personal phones with them to class however there will need to be put on silent and placed in the communal box at the front desk. Phones can be retrieved at the end of the day or class. Staff can only use their phones if they are required to for Class such as playing music or recording routines and should not be used for personal reasons.

If there is a medical reason or an important reason (such as family reasons or appointments) to why you should need your phone on you during class or on loud please, consult with Charlie Anne before class starts as this must be agreed with her or the relevant staff member teaching on that specific night.

We advise our employees, helpers and volunteers to:

* Use company issued phones for business purpose only and preserve them in perfect condition.
* Turn off or silent their phone while at work.

We do not allow employees, helpers, volunteers, parents or students

* Used their cell phones camera or microphone to record any confidential information.
* Speak on their phones within earshot of colleague's workspace during work hours.
* Download or upload inappropriate illegal or obscene material on a company mobile phone.
* Record others without permission.
* To play games on their phone during work hours or rehearsal hours.

**Disciplinary consequences**

Our company retains the right to monitor employees, volunteers, helpers for excessive and inappropriate use of their mobile phones. If an employee’s phone usage causes a decline in productivity or interferes with their teaching or our students learning the employee will be banned from using their phone or the company phone.

Employees, volunteers and helpers may face severe disciplinary actions up to and including termination in case when they:

* causes security beach
* Violate any of our policies including child or adult protection policy.

Students caught on their phone while in class or misusing their phone on the premises will have it confiscated and parents will be notified. Should this continue set student will be unable to bring their phones to dance. As our last resort if they Do not comply with our policy and breach security, they will be removed from CNCDance.