Evolve Academy

EVOLVE ACADEMY

TRAIN. PERFORM. EVOLVE.

Safeguarding & Welfare Policies

Last Reviewed: July 2026

Next Review: July 2027

Contents Page

All policies are reviewed annually by the Director of Evolve Academy. Please contact admin for any queries or concerns.

Safeguarding & Welfare

At Evolve Academy, safeguarding is at the heart of everything we do. We are committed to providing a safe, inclusive and supportive environment where every child can learn, grow and enjoy performing arts with confidence.

The following policies set out the procedures and expectations that help protect the safety, wellbeing and rights of all students, staff, volunteers and visitors. All members of the Evolve Academy community are expected to read, understand and follow these policies where applicable.

Safeguarding & Child Protection Policy	Pg. 3 – 6
Safeguarding Procedures Policy	Pg. 7 – 10
Health & Safety Policy	Pg. 11 – 12
First Aid & Emergencies Policy	Pg. 13 – 16
Emergency Contact & Communication Policy	Pg. 17 – 18
Privacy & Data Protection Policy	Pg. 19 – 20
Photography & Videography Policy	Pg. 21 – 22
Digital Safety & Online Communication Policy	Pg. 23 – 24
Social Media Policy	Pg. 25 – 26
Mobile Phones Policy	Pg. 27 – 28

Evolve Academy

Safeguarding & Child Protection

Policy

Last Reviewed: June 2026

Next Review: June 2027

Policy Statement

Evolve Academy is committed to safeguarding and promoting the welfare of every child and young person. We believe that every student has the right to learn and participate in performing arts within a safe, supportive and inclusive environment.

Safeguarding is everyone's responsibility. All staff, instructors and volunteers are expected to act in the best interests of children at all times and report any concerns immediately.

Purpose

This policy aims to:

- Safeguard children and young people from harm.
- Promote a safe, positive and inclusive learning environment.
- Provide clear safeguarding responsibilities.
- Ensure safeguarding concerns are managed appropriately.
- Promote a culture where the welfare of children is always the highest priority.

Scope

This policy applies to:

- All students.
- All staff, instructors and volunteers.
- Guest teachers and workshop leaders.
- Parents and guardians.
- All Evolve Academy classes, workshops, rehearsals, performances and events.

Safeguarding Lead

The Academy Safeguarding Lead is:

Harry Janes
Principal & Creative Director

The Academy Safeguarding Lead is responsible for:

- Receiving safeguarding concerns.
- Ensuring concerns are recorded appropriately.

- Seeking advice from external safeguarding agencies where necessary.
- Referring safeguarding concerns to the appropriate authorities where required.
- Reviewing safeguarding policies and procedures regularly.

The Academy Safeguarding Lead has completed recognised safeguarding training, including:

- Prevent Refresher Awareness Training.
- Safeguarding Children Training.
- Protecting Children in Entertainment Training.

Although the Academy Safeguarding Lead has completed recognised safeguarding training, Evolve Academy recognises the importance of working with statutory safeguarding agencies where appropriate. Where advice, support or referrals are required, Evolve Academy will seek guidance from Children's Social Care, the Police, the Local Authority Designated Officer (LADO), or other relevant safeguarding professionals. Where sessions are delivered on school premises, Evolve Academy will also work alongside the venue's safeguarding procedures where appropriate.

Responsibilities

Evolve Academy will:

- Provide a safe environment for all students.
- Promote children's wellbeing.
- Take safeguarding concerns seriously.
- Respond appropriately to concerns.
- Work with parents and external agencies where appropriate.

All staff, instructors and volunteers must:

- Put children's welfare first.
- Maintain professional boundaries.
- Remain alert to safeguarding concerns.
- Report concerns immediately.
- Follow this policy and Evolve Academy's Safeguarding Procedures.

Recognising Concerns

Safeguarding concerns may include, but are not limited to:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.
- Bullying or cyberbullying.
- Online safety concerns.
- Grooming or exploitation.
- Domestic abuse.
- Radicalisation.
- Self-harm.

Every concern must be taken seriously.

Reporting Concerns

Anyone with a safeguarding concern must:

- Report the concern to the Academy Safeguarding Lead immediately.
- Record factual information as soon as possible.
- Never investigate concerns themselves.
- Never promise confidentiality to a child.

If a child is believed to be at immediate risk of harm, emergency services (999) should be contacted immediately.

Where appropriate, concerns may also be referred to Children's Social Care, the Police or other safeguarding agencies.

Responding to a Disclosure

If a child makes a disclosure, staff should:

- Remain calm.
- Listen carefully.
- Reassure the child that they have done the right thing.
- Explain that the information cannot be kept secret if they are at risk.
- Record the information accurately.
- Report it immediately.

Staff must never:

- Ask leading questions.
- Investigate the allegation.
- Promise to keep the information secret.

Professional Boundaries

All adults working with children must:

- Behave professionally.
- Treat all students fairly.
- Maintain appropriate professional boundaries.
- Avoid favouritism.
- Ensure all physical contact is appropriate and necessary.

Photography & Filming

Photographs and videos will only be taken where appropriate consent has been obtained from a parent or guardian.

Images will only be used for authorised academy purposes.

Collection of Students

Parents and guardians remain responsible for dropping off and collecting students.

Evolve Academy accepts responsibility for students during scheduled class times only.

Confidentiality

Safeguarding information will only be shared where necessary to protect a child or where required by law.

Records will be stored securely and confidentially.

Staff Training

All staff and volunteers are expected to:

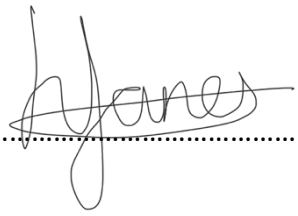
- Read this policy.
- Follow Evolve Academy's Safeguarding Procedures.
- Complete appropriate safeguarding training relevant to their role where required.
- Keep safeguarding knowledge up to date.

Review

This policy will be reviewed annually or sooner if legislation or safeguarding guidance changes.

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Safeguarding Procedures Policy

Last Reviewed: June 2026

Next Review: June 2027

Purpose

These procedures explain how Evolve Academy will respond to safeguarding concerns and protect the welfare of every child and young person attending the academy.

All staff, instructors and volunteers must read and follow these procedures alongside the Evolve Academy Safeguarding & Child Protection Policy.

Safeguarding Responsibilities

Safeguarding is **everyone's** responsibility.

All adults working on behalf of Evolve Academy must:

- Place the welfare of children first.
- Remain vigilant to signs of abuse or neglect.
- Report safeguarding concerns immediately.
- Maintain professional boundaries.
- Treat all safeguarding concerns seriously.
- Work in the best interests of every child.

The Academy Safeguarding Lead is:

Harry Janes
Principal & Creative Director

The Safeguarding Lead is responsible for coordinating safeguarding concerns, maintaining safeguarding records and seeking advice or making referrals to the appropriate agencies where necessary.

Recognising Safeguarding Concerns

Safeguarding concerns may include, but are not limited to:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.
- Bullying or cyberbullying.
- Child-on-child abuse.
- Grooming.
- Criminal or sexual exploitation.
- Domestic abuse.
- Online safety concerns.
- Radicalisation (Prevent).
- Self-harm.
- Mental health concerns affecting a child's safety or wellbeing.

Every concern must be taken seriously.

If a Child Makes a Disclosure

If a child chooses to disclose information:

Staff should:

- Stay calm.
- Listen carefully.
- Allow the child to speak freely.
- Reassure the child they have done the right thing by speaking up.
- Explain that the information cannot be kept confidential if someone is at risk.
- Record the child's words as accurately as possible.
- Report the concern immediately.

Staff must never:

- Promise to keep a secret.
- Ask leading questions.
- Investigate the allegation.
- Criticise or blame anyone.
- Delay reporting the concern.

Reporting Safeguarding Concerns

All safeguarding concerns must be reported immediately to the Academy Safeguarding Lead.

If a child is believed to be at immediate risk of harm:

- Contact **999** immediately.
- Take reasonable steps to ensure the child's immediate safety.
- Notify the Academy Safeguarding Lead as soon as possible.

Where appropriate, safeguarding concerns may be referred to:

- Children's Social Care.
- Hertfordshire Local Authority Designated Officer (LADO).
- Hertfordshire Safeguarding Partnership.
- Police.
- Other relevant safeguarding agencies.

Recording Safeguarding Concerns

All safeguarding concerns will be recorded as soon as possible.

Records should include:

- Date and time.
- Child's name.
- Factual observations.
- Exact words used by the child where possible.
- Names of any witnesses.
- Actions taken.

- Name of the person completing the record.

Safeguarding records will be stored securely and confidentially.

Allegations Against Staff or Volunteers

Any allegation made against a member of staff, instructor or volunteer must be reported immediately to the Academy Safeguarding Lead.

If the allegation concerns the Academy Safeguarding Lead, the concern should be reported directly to the appropriate safeguarding authority, Local Authority Designated Officer (LADO) or Police where appropriate.

Children's welfare will remain the highest priority throughout any investigation.

Professional Conduct

All staff and volunteers must:

- Maintain appropriate professional boundaries.
- Treat every child fairly.
- Avoid favouritism.
- Never communicate with students through personal social media accounts.
- Use respectful and appropriate language at all times.
- Avoid situations where they are alone with a student wherever reasonably possible.

Online Safety

Evolve Academy promotes safe and responsible use of technology.

Staff must:

- Follow academy communication procedures.
- Report online safeguarding concerns immediately.
- Never request or share inappropriate images.
- Use digital platforms responsibly and professionally.

Confidentiality

Safeguarding information will only be shared where it is necessary to protect a child or where required by law.

Information will only be shared with those who need to know.

Staff Training

All staff, instructors and volunteers must:

- Read the Safeguarding & Child Protection Policy.
- Read these Safeguarding Procedures.
- Complete safeguarding training appropriate to their role where required.
- Keep safeguarding knowledge up to date.

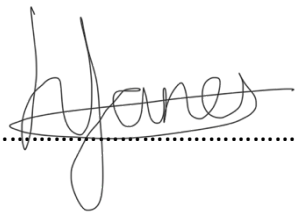
The Academy Safeguarding Lead has completed recognised safeguarding training, including Prevent Awareness, Safeguarding Children and Protecting Children in Entertainment.

Review

These procedures will be reviewed annually or sooner if legislation, statutory guidance or academy practices change.

Signed

Principal – Evolve Academy

Signed:  .....

(Harry Janes)

Evolve Academy

Health & Safety Policy

Last Reviewed: July 2026

Next Review: July 2027

Purpose

Evolve Academy is committed to providing a safe and secure environment for all students, staff and visitors
This policy exists to:
• Protect the health, safety and wellbeing of all students and staff
• Reduce the risk of injury or harm during classes and activities
• Ensure clear procedures are followed in the event of an incident or emergency
• Maintain a safe and professional learning environment

Scope

This policy applies to:
• All students attending Evolve Academy
• All staff and instructors
• All classes, rehearsals and performances

All staff and parents/guardians are expected to read, understand and follow this policy

Responsibilities

• Health and safety is the responsibility of the Evolve Academy Principal
• All staff must take reasonable care to ensure the safety of students at all times
• Students are expected to follow instructions and behave in a way that supports a safe environment

First Aid

• A qualified First Aider (Harry Janes) will be present during sessions
• First aid will be administered where necessary
• All injuries and incidents will be dealt with appropriately

Accidents and Injuries

• Any injury or incident must be reported immediately
• First aid will be provided where required
• Parents/guardians will be contacted if necessary
• Incidents may be recorded for safety and monitoring purposes

Medical Information

• Parents/guardians must inform Evolve Academy of any medical conditions, injuries, or allergies
• This information must be provided prior to participation in classes
• Evolve Academy will take reasonable steps to accommodate medical needs where possible

Clothing and Footwear

• Students must wear appropriate clothing and footwear for all classes
• This includes suitable activewear and required footwear to ensure safety during movement
• Inappropriate clothing may result in limited participation for safety reasons

Safe Practice in the Studio

• Students must follow all instructions given by staff
• Running or unsafe behaviour outside of instructed activities is not permitted
• Equipment must be used correctly and safely
• Any hazards or concerns must be reported immediately

Emergency Procedures

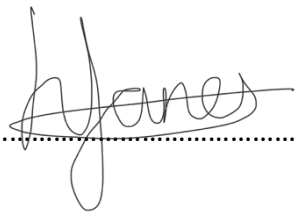
• In the event of a serious incident, emergency services (999) will be contacted immediately
• Parents/guardians will be informed as soon as possible
• Staff will act quickly to ensure the safety of all students

Failure to Follow This Policy

• Failure to follow health and safety procedures may result in disciplinary action
• Continued unsafe behaviour may result in removal from the academy

Signed

Principal – Evolve Academy

Signed: ……  ……

(Harry Janes)

Evolve Academy

First Aid & Emergencies Policy

Last Reviewed: July 2026

Next Review: July 2027

Policy Statement

Evolve Academy is committed to providing a safe, supportive and healthy environment for all students, staff, volunteers and visitors. We will take all reasonable steps to ensure that injuries, illnesses and emergencies are managed promptly, appropriately and in the best interests of every student.

The health, safety and wellbeing of our students will always remain our highest priority.

Purpose

This policy aims to:

- Promote the health, safety and wellbeing of all students.
- Ensure appropriate first aid is available when required.
- Provide clear procedures for responding to injuries, illnesses and emergencies.
- Ensure staff understand their responsibilities in relation to first aid and emergency situations.

Scope

This policy applies to:

- All students attending Evolve Academy.
- All staff, instructors and volunteers.
- All classes, rehearsals, workshops, performances, holiday programmes and academy events.

First Aid Provision

Evolve Academy will ensure that:

- A suitably stocked first aid kit is available during all sessions.
- Emergency contact information is held for every student.
- Injuries and illnesses are responded to appropriately.
- Emergency Services are contacted where required.

First Aid Responsibilities

The Academy First Aider is:

Harry Janes
Principal & Creative Director

The First Aider is responsible for:

- Providing appropriate first aid within the limits of their training.
- Recording accidents and incidents.
- Contacting parents or guardians where necessary.
- Contacting Emergency Services where required.

Minor Injuries

Minor injuries, including cuts, grazes, bumps and bruises, will be treated using appropriate first aid.

Parents or guardians may be informed where appropriate.

Feeling Unwell

If a student becomes unwell during a class, rehearsal, workshop or event, Evolve Academy will monitor the student's condition and provide appropriate care within the limits of our training.

A parent or guardian will be contacted immediately and asked to collect their child as soon as possible.

If a student's condition becomes serious or is considered to be a medical emergency, Emergency Services (999) will be contacted immediately.

Serious Injuries & Medical Emergencies

Where a serious injury or medical emergency occurs:

- Appropriate first aid will be provided where possible.
- Emergency Services (999) will be contacted immediately if required.
- Parents or guardians will be contacted as soon as possible.
- Students will remain supervised until a parent, guardian or emergency services arrive.

Medical Information

Parents and guardians are responsible for informing Evolve Academy of:

- Medical conditions.
- Allergies.
- Asthma.
- Epilepsy.
- Diabetes.
- Any other medical information that may affect their child's participation.

Emergency contact details and medical information must be kept up to date at all times.

Medication

Evolve Academy does not routinely administer medication.

Students may carry prescribed emergency medication, such as inhalers or EpiPens, where appropriate.

Parents and guardians remain responsible for ensuring that any required medication is provided, clearly labelled and within its expiry date.

Accident & Incident Recording

All accidents, injuries and medical incidents will be recorded.

Records will include, where appropriate:

- Date and time.
- Student's name.
- Nature of the injury or illness.
- Treatment provided.
- Whether parents or guardians were contacted.
- Any further action taken.

Records will be stored securely and confidentially.

Emergency Procedures

In the event of an emergency requiring evacuation or emergency assistance:

- Staff will follow the venue's emergency procedures.
- Students will remain supervised at all times.
- Emergency Services will be contacted where necessary.
- Parents or guardians will be informed as soon as reasonably possible.

Responsibilities

Evolve Academy will:

- Maintain appropriate first aid arrangements.
- Keep emergency contact information up to date.
- Respond appropriately to accidents and emergencies.
- Maintain accurate accident records.

Parents and Guardians will:

- Provide accurate medical information.
- Inform Evolve Academy of any changes to medical conditions or emergency contacts.
- Ensure emergency medication is available where required.

Staff and Volunteers will:

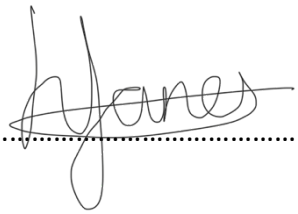
- Follow this policy.
- Report accidents and concerns immediately.
- Act in the best interests of every student.

Review

This policy will be reviewed annually or sooner if legislation, guidance or academy procedures change.

Signed

Principal – Evolve Academy

Signed:  .....

(Harry Janes)

Evolve Academy

Emergency Contact & Communication Policy

Last Reviewed: July 2026

Next Review: July 2027

Purpose

Evolve Academy is committed to ensuring effective communication in the event of an emergency
This policy exists to:
• Ensure accurate emergency contact information is held for all students
• Provide clear procedures for contacting parents and guardians
• Support the safety and wellbeing of all students
• Enable a prompt and appropriate response in emergency situations

Scope

This policy applies to:
• All students attending Evolve Academy
• All parents and guardians
• All staff and instructors

All parents and guardians are expected to read, understand and follow this policy

Emergency Contact Information

• Parents and guardians must provide up-to-date emergency contact details
• Where possible, more than one emergency contact should be provided
• It is the responsibility of parents and guardians to ensure all information is accurate and current

When Parents Will Be Contacted

• Parents and guardians will be contacted in the event of injury, illness or emergency
• Contact will be made where it is necessary to ensure the safety and wellbeing of the student

Methods of Contact

• In an emergency, contact will be made via phone call
• If contact cannot be made, a text message will be sent
• Additional attempts may be made where required

If No Response Is Received

• If a parent or guardian cannot be reached, the emergency contact provided will be contacted

Emergency Situations

• In serious situations, emergency services (999) will be contacted immediately
• Parents and guardians will be informed as soon as possible

Updating Information

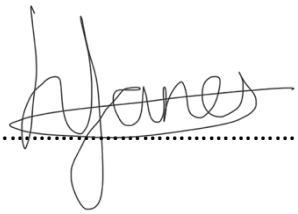
• Parents and guardians must inform Evolve Academy of any changes to contact details as soon as possible

Failure to Follow This Policy

• Failure to provide accurate information may impact the academy's ability to respond in an emergency
• The safety and wellbeing of all students remains the priority at all times

Signed

Principal – Evolve Academy

Signed: ……  ……

(Harry Janes)

Evolve Academy

Privacy & Data Protection Policy

Last Reviewed: July 2026

Next Review: July 2027

Purpose

Evolve Academy is committed to protecting the privacy and personal data of all students and families
This policy exists to:
• Ensure personal data is handled safely and securely
• Explain what information is collected and how it is used
• Protect the rights of students, parents and guardians
• Ensure compliance with data protection responsibilities

Scope

This policy applies to:
• All students attending Evolve Academy
• All parents and guardians
• All personal data collected through registration and communication

All parents and guardians are expected to read, understand and follow this policy

Data Collected

Evolve Academy may collect and store the following information:
• Student name and date of birth
• Parent/guardian names and contact details
• Address information
• Medical information, including conditions, allergies, medication and medical history where relevant
• Special educational needs (SEN) information where required

Data Storage

• Data is collected and stored using secure systems including Google Forms, Google Drive and Eskooly
• Reasonable steps are taken to ensure data is stored securely and accessed only when necessary

Access to Data

• Personal data is only accessible to the Evolve Academy Principals
• Data will only be used for purposes related to the running of the academy

Use of Data

Personal data is used to:
• Manage student registration and attendance
• Ensure student safety and wellbeing
• Communicate with parents and guardians
• Support the delivery of classes and activities

Data Retention

• Personal data will be kept while a student is attending Evolve Academy

• Data may be retained for a reasonable period after a student leaves for administrative and safeguarding purposes

Sharing of Data

• Evolve Academy does not share personal data with third parties
• Data may only be shared where required by law or safeguarding responsibilities

Photography and Media

• Photos and videos may be taken in line with Evolve Academy policies
• Media will only be used where consent has been given

Parent and Guardian Rights

• Parents and guardians have the right to request access to their child's data
• Requests can be made to review, update or delete personal information
• Requests should be made via email

Data Protection Responsibilities

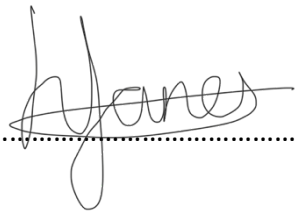
• Evolve Academy will take reasonable steps to protect all personal data
• Staff will handle information responsibly and confidentially

Failure to Follow This Policy

• Failure to follow this policy may result in appropriate action
• The protection of personal data is a priority at all times

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Photography & Videography Policy

Last Reviewed: July 2026

Next Review: July 2027

Purpose

Evolve Academy recognises the importance of photography and filming in celebrating achievements and promoting the academy

This policy exists to:

- Protect the privacy and safety of all students
- Ensure media is used appropriately and with consent
- Maintain a professional standard for all images and recordings
- Prevent misuse of photos and videos

Scope

This policy applies to:

- All students attending Evolve Academy
- All parents and guardians
- All staff and instructors
- All photography and filming during classes, rehearsals and performances

All individuals are expected to read, understand and follow this policy

Consent

- Photos and videos will only be taken where parent/guardian consent has been given
- Consent will be collected during registration
- Students without consent will not be photographed or filmed

Use of Images and Videos

- Images and videos may be used for social media, the website and promotional purposes
- All content will be appropriate, respectful and in line with academy values

Devices

- Photography and filming may take place on approved academy devices or staff phones
- Any content captured on staff phones must be uploaded to Google Drive as soon as possible
- Personal storage of images on devices must be avoided

Storage of Media

- All photos and videos will be stored securely using approved systems such as Google Drive
- Media will only be accessed by the Evolve Academy Principals

Parents and Filming

- Parents and guardians are not permitted to film or photograph during classes or performances
- This is to protect the privacy and safeguarding of all students
- Performances may be professionally recorded where consent has been given by all parents/guardians

Staff Responsibilities

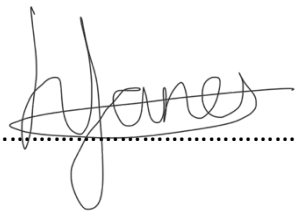
• Staff must not use or share images of students for personal use
• All media must be handled professionally and in line with this policy

Failure to Follow This Policy

• Failure to follow this policy may result in appropriate action
• The safety and privacy of all students remains the priority at all times

Signed

Principal – Evolve Academy

Signed: ……  ……

(Harry Janes)

Evolve Academy

Digital Safety & Online

Communication Policy

Last Reviewed: July 2026

Next Review: July 2027

Purpose

Evolve Academy is committed to ensuring safe, professional and appropriate communication at all times
This policy exists to:
• Protect students from inappropriate online communication
• Maintain professional boundaries between staff and students
• Ensure clear and appropriate communication with parents and guardians
• Promote safe and respectful use of digital platforms

Scope

This policy applies to:
• All students attending Evolve Academy
• All parents and guardians
• All staff and instructors
• All digital communication related to Evolve Academy

All individuals are expected to read, understand and follow this policy

Communication Methods

• Evolve Academy communicates with parents and guardians via email and a WhatsApp group
• These platforms are used for updates, information and general communication

WhatsApp Group Use

• The WhatsApp group is for academy updates and general information only
• It must not be used for complaints or sensitive matters
• Parents and guardians are expected to use the group respectfully and appropriately

Communication with Students

• Direct communication between staff and students via messaging or social media is not permitted
• All communication must go through parents or guardians

Response Times

• Emails and messages will be monitored and responded to within 48 hours where possible

Online Behaviour

• All communication must be respectful and appropriate
• Inappropriate, abusive or offensive communication will not be tolerated

Sharing of Content

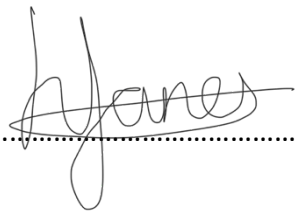
• Inappropriate or unrelated content must not be shared on any academy communication platforms
• All content shared should be relevant and appropriate

Failure to Follow This Policy

• Failure to follow this policy may result in appropriate action
• The safety and professionalism of communication remains a priority at all times

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Social Media Policy

Last Reviewed: July 2026

Next Review: July 2027

Purpose

Evolve Academy recognises the importance of social media in promoting the academy and celebrating student achievements

This policy exists to:

- Protect the safety and privacy of all students
- Maintain a professional and positive online presence
- Set clear expectations for staff, students and parents
- Prevent inappropriate or unsafe use of social media

Scope

This policy applies to:

- All students attending Evolve Academy
- All parents and guardians
- All staff and instructors
- All use of social media relating to Evolve Academy

All individuals are expected to read, understand and follow this policy

Official Social Media Accounts

- Evolve Academy may operate official social media accounts
- These accounts will be used to share updates, achievements and promotional content
- All content shared will reflect the values and professionalism of the academy

Use of Images and Videos

- Photos and videos of students will only be used where parent/guardian consent has been given
- Content will be appropriate, respectful and in line with academy policies

Staff Responsibilities

- Staff must not post or share images or videos of students on personal social media accounts
- Staff must maintain professional boundaries at all times online
- Staff must not engage in direct messaging with students

Student Responsibilities

- Students must not post or share inappropriate content linked to Evolve Academy
- Students must represent the academy respectfully when tagging or referencing it online

Parent and Guardian Responsibilities

- Parents/guardians are expected to behave respectfully when engaging with or posting about the academy online
- Concerns or complaints should be raised directly with the academy rather than on social media

Communication

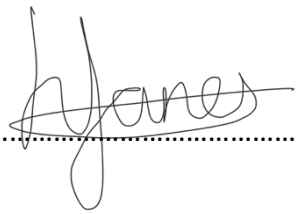
• All communication with students must go through parents/guardians
• Direct messaging between staff and students is not permitted

Breaches of This Policy

• Any misuse of social media relating to Evolve Academy will be taken seriously
• Breaches may result in warnings or further action, including removal from the academy where appropriate

Signed

Principal – Evolve Academy

Signed: 

(Harry Janes)

Evolve Academy

Mobile Phones Policy

Last Reviewed: July 2026

Next Review: July 2027

Purpose

Evolve Academy is committed to maintaining a focused, safe and professional learning environment
This policy exists to:
• Minimise distractions during classes
• Promote student focus and engagement
• Ensure appropriate and safe use of mobile phones
• Protect students and staff during sessions

Scope

This policy applies to:
• All students attending Evolve Academy
• All classes, rehearsals and activities

All students and parents/guardians are expected to read, understand and follow this policy

Use of Mobile Phones

• Students may bring mobile phones to class
• Mobile phones must not be used during sessions unless instructed by staff

Phone Storage

• All mobile phones must be placed in a designated storage box at the start of each class
• Phones will be kept safely during the session

Access to Phones

• Students may access their phones during designated breaks
• Phones may also be accessed in an emergency or with permission from staff

Responsibility

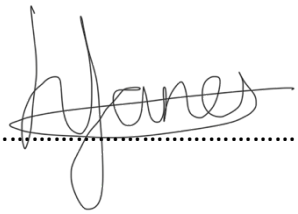
• Students are responsible for their own devices
• Evolve Academy is not responsible for any loss or damage to mobile phones

Failure to Follow This Policy

• Failure to follow this policy may be treated as disruptive behaviour
• Repeated misuse may result in further action in line with the Behaviour Policy

Signed

Principal – Evolve Academy

Signed:  .....

(Harry Janes)