MOBILE PHONE POLICY (including other personal electronic devices)	Page 1 of 4 Issued: Autumn 2026 Review date: Autumn 2027 **Approval by:** ~~FULL TRUSTEE BODY/~~ ~~A&C COMMITTEE/~~ ~~HR & FINANCE COMMITTEE/~~ ~~BH&S COMMITTEE~~ EXECUTIVE PRINCIPAL

1. Introduction

Oxley Park Academy recognises the increasing role that mobile phones, and other personal electronic devices play in the lives of children and young people. This policy sets out clear expectations regarding the use of mobile phones within the school environment, balancing the benefits of technology with safeguarding, inclusion, and maintaining a focused learning atmosphere.

This policy aligns with the latest UK government legislation and guidance, including the Department for Education's advice on mobile phone use in schools, and complies with the OFSTED (2025) inspection framework, particularly in safeguarding, inclusion, and personal development.

2. Purpose of the Policy

- To ensure the safe, respectful, and appropriate use of mobile phones by pupils, staff, and visitors during school hours.
- To protect pupils from risks associated with mobile phone use, including cyberbullying, distraction, and data privacy concerns.
- To support a positive learning environment that minimises disruption.
- To clarify roles and responsibilities related to mobile phone use.
- To provide clear procedures for managing breaches of this policy.

3. Scope

- This policy applies to:
- All pupils enrolled at Oxley Park Academy.
- All staff members, including permanent, temporary, and supply staff.
- Parents, carers, and visitors on school premises.
- Mobile phones and other personal electronic devices capable of communication and internet access.

4. Roles and Responsibilities

4.1 Pupils

- Must switch off mobile phones and other personal electronic devices on entry to site, and staff will store them securely during the school day unless otherwise permitted.

- Must not use mobile phones and other personal electronic devices during the day.
- Must report any misuse or concerns related to mobile phones and other personal electronic devices to a trusted adult.

4.2 Staff

- Must not use phones and other personal electronic devices in sight of children.
- Must ask for permission to have their phone on them if there is a special circumstance
- Enforce the mobile phone and other personal electronic devices policy consistently and fairly.
- Have phones away from sight, unless in exceptional circumstances, that have been agreed by SLT, when teaching.
- Support pupils in understanding the risks and benefits of mobile phone use.

4.3 Parents and Carers

- Support the school's mobile phone and other personal electronic devices policy and encourage responsible use at home.
- Ensure pupils understand the expectations and consequences regarding mobile phone and other personal electronic devices use.
- Contact the school through official channels rather than pupils' phones during school hours.

4.4 Leadership Team

- Ensure the policy is communicated clearly to all stakeholders.
- Provide training and support for staff on managing mobile phone and other personal electronic devices use.
- Monitor and review the policy's effectiveness in line with school improvement priorities.
- Ensure safeguarding measures are in place regarding mobile phone and other personal electronic devices use.

4.5 Key questions for school leaders:

- Staff will receive training on the policy through safeguarding and online safety training, supported by regular reminders in staff briefings. Clear procedures will ensure all staff understand their responsibilities and apply the policy consistently.

- Parents will be encouraged to work in partnership with the school by reinforcing expectations at home, discussing online safety with their children, and supporting the school's procedures regarding mobile phones and electronic devices.

- Pupils will be taught about the safe, responsible, and respectful use of mobile phones and electronic devices through the curriculum, assemblies, online safety education, and age-appropriate discussions about digital behaviour and safeguarding.

5. Implementation Strategies

5.1 Mobile Phone Use by Pupils

- Mobile phones and other personal electronic devices must be switched off on entry to the site
- Phones and other personal electronic devices will be stored securely by school staff.
- In exceptional circumstances (e.g., medical needs), pupils may have agreed access to their phones.

5.2 Mobile Phone Use by Staff

- Staff personal mobile phones and other personal electronic devices should not be used during teaching time except in emergencies (where permission has been granted by a member of SLT) or for approved educational activities.
- Staff must not use mobile phones or other personal electronic devices to contact pupils or parents directly; official communication channels should be used.
- Staff should maintain professional boundaries in their use of mobile phones and other personal electronic devices.

5.3 Visitors and Contractors

- Visitors must comply with the school's mobile phone and other personal electronic devices policy while on site.
- Signage will inform visitors of mobile phone and other personal electronic device expectations.

5.4 Managing Breaches

- If a pupil is found using a mobile phone or other personal electronic devices inappropriately, the phone or other personal electronic device may be confiscated and returned at the end of the school day or to a parent/carer, depending on the severity.
- Repeated or serious breaches will be managed according to the school's behaviour and safeguarding policies.
- Staff breaches will be addressed through professional conduct procedures.

6. Safeguarding and Data Protection

- The school recognises that mobile phones and other personal electronic devices can be a tool for bullying, inappropriate content sharing, and privacy breaches.
- Pupils will be taught about online safety and responsible use as part of the curriculum.
- Staff will be vigilant for signs of misuse and follow safeguarding procedures promptly.
- The school complies with GDPR regarding any data collected or stored on mobile devices.

7. Communication and Training

- This policy will be shared with all staff, pupils, parents, and governors.
- Regular training and awareness sessions will be provided to staff and pupils.
- Parents will be informed annually and upon admission about mobile phone expectations.

8. Monitoring and Review

- The policy will be reviewed annually by the leadership team in consultation with staff, pupils, and parents.
- The effectiveness of the policy will be evaluated through behaviour logs, safeguarding incident reports, and stakeholder feedback.
- Adjustments will be made to reflect changes in technology, legislation, or school context.

9. Related Documents and Policies

- Safeguarding and Child Protection Policy
- Behaviour and Discipline Policy
- ICT Acceptable Usages
- Staff Code of Conduct
- Data Protection and GDPR Policy

10. Final Note

Oxley Park Academy is committed to maintaining an environment where mobile phone use supports learning and personal development while safeguarding all members of the school community.