



A member of Hatton Academies Trust

Title	Mobile Phone Policy
Created	March 2026
Next Review	March 2027
Associated Policies	Behaviour and Relationships policy Acceptable Use policy Child Protection Policy Data Protection Policy Digital Photography and Images Policy Online Safety policy Staff Code of Conduct
Originator	Larissa Nash, Assistant Principal
Approved	James Hollingsworth, Principal

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1. Aims

At Oakway Academy, we do not permit the use of internet-enabled mobile devices by pupils on site. This policy is rooted in our concerns about the impact of mobile phones and social media on children's mental health, relationships and learning. We believe there is no educational need for primary pupils to have smartphones during school hours, including travelling to and from school. Removing smartphones from the school environment helps reduce distractions, prevent online conflicts, and protect pupils from exposure to unregulated content. We also recognise that bringing expensive devices into school can create inequality and increase safety risks for vulnerable pupils.

Our school is committed to fostering positive, respectful relationships within our community. We therefore encourage parents and carers to put mobile phones away when dropping off and collecting children. Being fully present at these key transition points supports meaningful interactions with children, promotes safety and awareness on site, and helps model healthy digital habits. While this is not a compulsory requirement, we strongly value the benefits that device-free moments can bring to communication, connection, and safeguarding.

Our policy aims to:

- Promote safe and responsible phone use
- Set clear guidelines for the use of mobile phones for pupils, staff, parents/carers, visitors and volunteers
- Support the school's other policies, especially those related to child protection and behavior

This policy also aims to address some of the challenges posed by mobile phones in school, such as:

- Risks to child protection
- Data protection issues
- Potential for lesson disruption
- Risk of theft, loss or damage
- Mental health and well-being issues

Note: throughout this policy, 'mobile phones' refers to mobile phones and similar devices such as smartwatches (see section 4.1)

2. Relevant guidance and policy development

This policy meets the requirements of the [Department for Education's non-statutory mobile phone guidance and behaviour guidance](#):

Guidance that should be considered alongside this policy is [Keeping Children Safe in Education 2025](#).

Parents/carers are consulted as part of the policy review process and are invited to provide feedback when changes are proposed.

3. Use of mobile phones by staff

3.1 Personal mobile phones

Staff (including volunteers, contractors and anyone else otherwise engaged by the school) are not permitted to use their personal mobile phone, while children are present. Use of personal mobile phones must be restricted to non-contact time, and to areas of the school where pupils are not present (such as the staffroom). This will empower staff to better challenge pupils to meet the school expectations and effectively enforce the prohibition of mobile phones throughout the school day. This includes reading messages received on a smartwatch during teaching time.

There may be circumstances in which it is appropriate for a member of staff to have use of their phone during contact time for personal reasons. For instance (this list is non-exhaustive):

- For emergency contact by their child, or their child's school
- In the case of acutely ill dependents or family members
- SLT will decide on a case-by-case basis whether to allow for special arrangements.

3.2 Data protection

Staff must not use their personal mobile phones to process pupils' personal data, or any other confidential school information, including entering such data into generative artificial intelligence (AI) tools such as chatbots (e.g ChatGPT and Google Bard). More detailed guidance on data protection can be found in the school's data protection policy or ICT acceptable use policy.

3.3 Safeguarding

- Staff must not give their personal contact details to parents/carers or pupils, including connecting through social media and messaging apps.
- Staff must avoid publishing their contact details on any social media platform or website, to avoid unwanted contact by parents/carers or pupils.
- Staff must not use their personal mobile phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil. If it is necessary to take photos or recordings as part of a lesson/school trip/ activity, this must be done using school equipment.

3.4 Using personal mobile phones for work purposes

In some circumstances, it may be appropriate for staff to use personal mobile phones for work. Such circumstances may include, but are not limited to:

- Using multi-factor authentication
- Emergency evacuations
- Supervising off-site trips
- Supervising residential trips

In these circumstances, staff will:

- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
- Not use their phones to take photographs or recordings of pupils, their work, or anything else which could identify a pupil
- Refrain from using their phones to contact parents/carers. If necessary, contact must be made via the school office or in out of hours, a member of SLT.

3.5 Work phones

Some members of staff may be provided with a mobile phone by the school for work purposes. Only authorised staff are permitted to use school phones, and access to the phone must not be provided to anyone without authorisation.

Staff must:

- Only use phone functions for work purposes, including making/receiving calls, sending/receiving emails or other communications, or using the internet.
- Ensure that communication or conduct linked to the device is appropriate and professional at all times, in line with our staff code of conduct.

4. Use of mobile phones by pupils

Pupils should not bring mobile phones that are internet-enabled (smartphones) to school. They may bring to school a non-internet enabled phone, which must be kept at the office during the school day and returned at the end of the day. Phones must be switched off whilst pupils remain on school grounds. Parents/carers must complete a permission form (see Appendix A) giving consent for any non-internet enabled device to be brought to school. No mobile devices of any kind are permitted to be taken on school trips or residential.

4.1 Use of smartwatches by pupils

The DfE's non-statutory mobile phone guidance includes in the term 'mobile phones' all devices with communications and smart technology that the school chooses to include in their policy. Smartwatches are wristwatches with smart technology in them. They can be used to tell the time, send and receive text and voice messages, make calls, listen to music, play games and take photographs. Some smartwatches have

wellness and health-related features. Smart watches or similar devices are treated the same as mobile phones. They are not permitted to be worn if they are internet-enabled, or can take photos or be used to play games.

4.2 Sanctions

Confiscation: Any visible electronic device or phone that is visible and has not been handed in when requested on school site and during the school day will be confiscated and sanctions will be issued as per the Behaviour and Relationships policy. All staff have the right to confiscate as set out in government guidance. If the device confiscated is a smartphone or other similar internet-enabled device, parents will be contacted and asked to collect the device from a member of SLT. Pupils seen using a non-internet enabled device (for example at the end of the school day) whilst still on site will be spoken to by staff and reminded of our policy, and a letter will be sent home to parents/carers to inform them (Appendix B).

In each case, the sanction given must be reasonable and proportionate. The school will also consider whether there are any relevant special circumstances (for example age, religious requirements, special educational needs, disability).

4.3 Exceptions

Smart phones required by pupils to monitor medical conditions such as diabetes are permitted to be brought to school for the purpose of medical monitoring. Such devices will be named on the pupil's IHP with further guidance available.

5. Use of mobile phones by parents/carers, volunteers and visitors

Parents/carers, visitors and volunteers must adhere to this policy as it relates to staff if they are on the school site during the school day. This means:

- Not taking pictures or recordings of pupils unless of their own child at a public event (such as a school fair or performance)
- Any photographs or recordings of their own child should be for personal use only and not posted on social media where other children may be identified.
- Not using phones in lessons, or when working with pupils.

Parents/carers, visitors and volunteers will be informed of the rules for mobile phone use when they sign in at reception or attend a public event at school.

Parents/carers or volunteers supervising trips are also responsible for enforcing the school's policy for pupils using their phones, as set out in section 4 above, but must refer any sanctions to a member of staff, as they do not have the power to search or confiscate devices.

Parents/carers must use the school office as the first point of contact if they need to get in touch with their child during the school day.

6. Loss, theft or damage

Pupils bringing non-internet enabled devices to school must ensure that the phones are appropriately labelled and are handed in to the office on arrival.

Pupils must secure their mobile phones as much as possible, including using passwords or pin codes to protect access to the phone's functions. Staff must also secure their personal phones, as well as any work phone provided to them. Failure by staff to do so could result in data breaches.

The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or while pupils are travelling to and from school.

Confiscated phones will be stored in the school office/other appropriate location in a secure location/locked cabinet.

Lost phones should be returned to senior leadership. The school will then attempt to contact the owner.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on pupils' education, behaviour, welfare and wellbeing. When reviewing the policy, the school will take into account:

- Feedback from parents/carers and pupils
- Feedback from staff
- Records of behaviour and safeguarding incidents
- Relevant advice from the Department for Education, the local authority and any other relevant organisations.

This policy will be reviewed by Larissa Nash (Assistant Principal) annually. At every review, the policy will be approved by the Board of Directors. This policy is published on the school website.

8. Roles and responsibilities

8.1 The Board of Directors will approve the Mobile Phone policy, and hold the Principal to account for its implementation.

8.2 The Principal will ensure that

- Parents and staff are informed about our mobile phone policy
- The policy is implemented effectively.
- Members of staff are given sufficient training and guidance, so that they can ensure mobile devices are correctly monitored and communication with parents is clear and timely

8.3 Staff will ensure that:

- Any non-internet enabled devices that are brought to school are handed in to the office at the start of the day
- Parents are informed of any issues regarding the use of mobile phones by pupils whilst on the school site
- Their own personal devices are not used in view of pupils, unless permission has been given as per the guidance in section 3.1
- Their own personal devices are not used to take photos or video of pupils, except for emergencies as detailed in section 3.4

8.4 Pupils will ensure that:

- Only non-internet enabled devices are brought to school, and only where parent/carer permission has been obtained in writing
- Phones are handed in at the office / to their class teacher at the start of the day
- Phones are only switched on once pupils have left the school site.

8.5 Parents/carers are responsible for ensuring that they have signed the school agreement letter to give permission for any non-internet enabled devices to be brought to school. Parents should make every effort to refrain from using their mobile device when dropping off or collecting their child/ren at the start and end of the school day.

9. Appendix A – permission letter



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Acting Co-Principals: Mrs A Aitken

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Pupil & Parent Mobile Phone Agreement

At Oakway Academy we do not encourage children to bring mobile phones to school. However, we do accept that there are times when parents require their child to have a mobile phone in order to contact them on the way to or from school - Years 5 and 6 only. **Please note that this must be a non-internet enabled device.**

If you would like your child to bring their phone to school with them, please read the following and both parent and child should sign below as consent to the following terms:

- Phones MUST be turned off as pupils enter the school grounds at the start of the day.
- Phones must be handed into the class teacher on arrival at school.
- Phones will then be placed into a plastic wallet and kept by the teachers out of pupils reach all day. Children will not be allowed access to their phones during the day.
- Phones will NOT be turned on until your child has left the school grounds after school.

Please note that mobiles phones are not permitted on any school trip or residential visits.

I agree to abide by the above conditions:

Pupil's Name _____ Class _____

Signed _____ Date _____

I agree that I will ensure my child agrees to the above conditions:

Signed _____ Date _____

Name _____

Make & model of phone : _____

11. Appendix B – letter to parents notifying of phone use whilst on site



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Dear Parent/Carer of

I am writing to inform you that your child has been found using a mobile phone on the school site, which is not permitted under our school rules.

We ask that you please remind your child of this expectation and support us in reinforcing the importance of adhering to school policies during the school day. As per the mobile phone agreement letter, all devices (which must be non-internet enabled) must be switched off on entry to the site, handed to your child's teacher at the start of the day to be kept at the office, and should not be switched on until your child has left the school site.

Please be aware that if this occurs again, you will be asked to come into school to collect the device.

Thank you for your support in this matter.

Yours sincerely,

3.4 Using personal mobile phones for work purposes

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- Use their mobile phones in an appropriate and professional manner, in line with our staff code of conduct
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