Mobile Phone and Personal Device Policy

Partnership Learning

Oxlow Bridge School

Approved by:
Reviewed and evaluated:
Ratified by Governors:
Next Review date:

1. Policy Statement

Oxlow Bridge School is committed to providing a safe, secure and distraction-free learning environment for all pupils. As a school for pupils with Profound and Multiple Learning Disabilities (PMLD), we recognise that most of our pupils do not have the skills or need to independently use mobile phones. Consequently, mobile phones are not permitted for pupil use within the school.

The school also recognises that some pupils may use specialist communication devices, such as tablets or iPads, as part of their Education, Health and Care Plan (EHCP) or communication support strategies. These devices are not classified as mobile phones under this policy and are permitted when used for educational, therapeutic or communication purposes.

2. Scope

This policy applies to:

- All pupils attending Oxlow Bridge School.
- School staff.
- Agency staff, volunteers and visitors.
- Parents, carers and escorts accompanying pupils.
- Transport providers and passenger assistants when on school premises.

3. Pupil Use of Mobile Phones

Pupils are not permitted to bring or use mobile phones in school.

Where a pupil is found to be in possession of a mobile phone:

1. The mobile phone will be removed by a member of staff.
2. The phone will be taken to the school office and placed securely in the school safe.
3. Parents or carers will be informed as soon as possible.
4. The phone must be collected by a parent or carer from the school office.
5. The phone will not be returned to the pupil.
6. The phone will not be transported home via school transport services or given to transport staff.

The school accepts no responsibility for mobile phones brought onto the premises contrary to this policy.

4. Communication and Assistive Devices

Oxlow Bridge School recognises that many pupils rely on technology to support communication, learning and access to the curriculum.

Permitted devices may include:

- iPads or tablets used as communication aids.
- Augmentative and Alternative Communication (AAC) devices.
- Other specialist equipment identified within a pupil's support plan.

These devices must only be used for their intended educational, therapeutic or communication purpose and remain under the supervision of staff where appropriate.

5. Staff Use of Mobile Phones

Staff are expected to model safe and professional behaviour at all times.

- Personal mobile phones must not be used in classrooms or learning environments during working hours, except in emergencies.
- Personal mobile phones should be stored securely and out of sight during teaching sessions.
- Staff must not use personal devices to photograph, record or store images or information relating to pupils.
- School-approved devices and systems must be used for all professional communication, recording and safeguarding purposes.

6. Carers, Escorts and Support Workers

Some pupils attend school accompanied by carers, personal assistants or support workers. In certain circumstances, these individuals may require access to a mobile phone or tablet in order to:

- Record support notes.
- Access care plans.
- Update authorised care portals or electronic record systems.
- Communicate with their employing organisation where necessary.

Any such use must:

- Be directly related to the support of the pupil.
- Be carried out discreetly and professionally.
- Comply with confidentiality and GDPR requirements.
- Not involve photographing, filming or recording pupils or staff without prior authorisation from the Headteacher.

7. Visitors

Visitors are asked to keep mobile phones switched to silent mode while on school premises.

Visitors must not:

- Photograph or film pupils or staff without permission.
- Access confidential information on pupils.
- Use mobile phones in a manner that could compromise safeguarding.

8. Safeguarding and Data Protection

The misuse of mobile phones and personal devices can present safeguarding and data protection risks.

To protect pupils and staff:

- Unauthorised photography, video recording and audio recording are prohibited.
- Any safeguarding concerns relating to mobile phone use will be dealt with in accordance with the school's Safeguarding and Child Protection Policy.
- Any breaches of data protection requirements may be investigated and addressed through appropriate procedures.

9. Monitoring and Review

The Headteacher and Senior Leadership Team are responsible for implementing and monitoring this policy. The policy will be reviewed regularly to ensure it remains effective and reflects current safeguarding, educational and operational requirements.