Oasis Academy Hadley

Mobile Phone Policy

Updated May 2026

Version 2

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1. Introduction

At Oasis Academy Hadley we recognise that mobile phones, including smart phones, are an important part of everyday life for our students, parents and staff alike.

Our policy aims to:

- Promote and set an example for safe and responsible phone use.
- Set clear guidelines for the use of mobile phones for students, parents and staff.
- Support the school's other policies, especially those related to child protection and behaviour.

This policy also aims to address some of the challenges posed by mobile phones in school, such as but not limited to:

- Child protection.
- Data protection issues.
- Potential for lesson disruption.
- Risk of theft, loss of damage.
- Inappropriate use of technology in the classroom.
- Bullying and cyberbullying.

At Oasis Academy Hadley we recognise that mobile phones have their benefits and play a notable role in socialising with friends and engaging with the world. However, mobile phones risk unnecessary distraction, disruption and diversion.

One in five children have experienced bullying online and are often targeted via their mobile phones or similar devices. Moreover, whilst mobile phones can be used for socialising, screen time undeniably displaces and disrupts face- to-face interactions and other activities that have a positive impact on wellbeing.

It is our duty as adults to provide a distraction free and supportive environment that is conducive to learning. Prohibiting the use of mobile phones enables us to do so and to focus on the educational and pastoral needs of all students.

2. Responsibilities

All staff (including teachers, support staff and supply staff) are responsible for enforcing this policy.

Volunteers, or anyone else otherwise engaged by the school, must alert a member of staff if they witness or are aware of a breach of this policy.

Ensuring the online safety of our school community is of paramount importance. As such, this policy will be reviewed every year and updated when necessary.

3. Safeguarding

Staff must refrain from giving their personal contact details to parents or children, including connecting with them 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 or children.

Staff must not contact children on the child's personal devices and must only ever attempt contact through their parent/guardian and only when necessary.

Staff must not use their personal mobile phones to take photographs or recordings of students, their work, or anything that could be used to identify a student. If it is necessary to take a photo or recording as part of a school activity, this must be done using school equipment such as the iPad.

4. Use of Mobile phones by staff

All staff (including volunteers, contractors and anyone else involved with or employed by the school) are not permitted to make/receive calls or send texts while in the presence of children unless it is an emergency. The use of personal mobile phones is restricted to non-contact time and areas of the school where children are not present (such as staff rooms, base rooms or offices).

There may be circumstances in which it is appropriate for a member of staff to have their phone during contact hours. This includes, but is not limited to instances of:

- Expected contact by their child, or their child's school.
- Expected emergency contact for acutely ill dependants or family members.

Requests to have personal phones during contact hours for the above or similar reasons must be agreed in advance by the principal.

Staff should

- Not use their phones to take photographs or recordings of students, their work or anything that could be used to identify a student.
- Refrain from using their phones to contact parents. If contact is necessary, it must be made Microsoft teams on an Oasis computer or iPad, or school landline.

Work Phones

A small number of staff are provided with a mobile phone by Oasis for work purposes.

Only authorised staff are permitted to use school phones and access to these phones must not be provided to anyone without authorization from the principal.

When using a work phone 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.

Data Protection

Staff must not use their personal mobile phones to process personal data or any other confidential school information.

Staff must secure their phones as much as possible using passwords and/or pin codes to protect access to the phone's functions. Staff must also secure any work phone provided to them. Failure to do so may result in data breaches

5. Use of mobile phones by students

At Hadley we recognize that parents may want their children to have access to a mobile phone for communication purposes. Mobile phones can help with safeguarding and protecting children as they allow immediate contact and in some cases location identification. This is particularly important for children who travel to and from school by themselves, especially during the darker winter months.

The following rules apply to students:

- Students are allowed to bring their mobile phones to school however they must be turned off and put away upon arrival at the academy.
- All mobile phones brought into the Academy must not be seen or heard at any time.
- Students should ensure that they are switched off throughout the whole day.
- Any phone that is seen or heard throughout the day will be confiscated. There are no exceptions. (Under sections 91 and 94 of the Education and Inspections Act 2006 schools are permitted to confiscate phones from students)
- Phones are not permitted to be used after school whilst still on site, or in after school clubs and activities.
- Confiscated phones will only be returned to an adult with official parental responsibility and who is listed as a contact on school records.
- Students who refuse to hand over a mobile phone will be directed to the Reflection Room where they will be expected to hand the phone to the member of staff.
- Continued refusal to hand over a phone may result in suspension
- Parents or family members should not contact students directly on their mobile phones during the school day, as the phone will be confiscated. If you need to contact your child urgently, please telephone the school on 020 8804 6946.

Students are allowed to use their Oasis iPads throughout the school day, including before and after school.

6. Mobile Phone Security

Students must secure their phones as much as possible, using passwords and/or pin codes to protect access to the phone's functions.

Students must only bring their mobile phones and similar devices to school at their own risk.

The school accepts no responsibility for mobile phones or similar devices that are lost, damaged or stolen on school premises or transport, during school visits/trips or while a student is travelling to and from school.

Confiscated phones will be stored securely in a safe in the academy office.

Parents and adults listed on the school records can collect confiscated phones from the academy's main reception between the hours of 7:30am and 5:30pm Monday to Friday during term time.

7. Exemptions

A very small number of children have a serious health condition that requires using a specific app on their phones which has been prescribed by their doctor. This is documented in their health care plans and highlighted on Bromcom for staff to see. These children are permitted to use the phone to access the app but no other reason.

9. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on the education, behaviour and welfare of all students. **This policy will be reviewed in Summer term 2027.**

When reviewing the policy, the school will take into account:

- Feedback from parents and students.
- Feedback from teachers.
- Records of behaviour and safeguarding incidents.
- Relevant advice from the Department for Education, the local authority or other relevant organisations