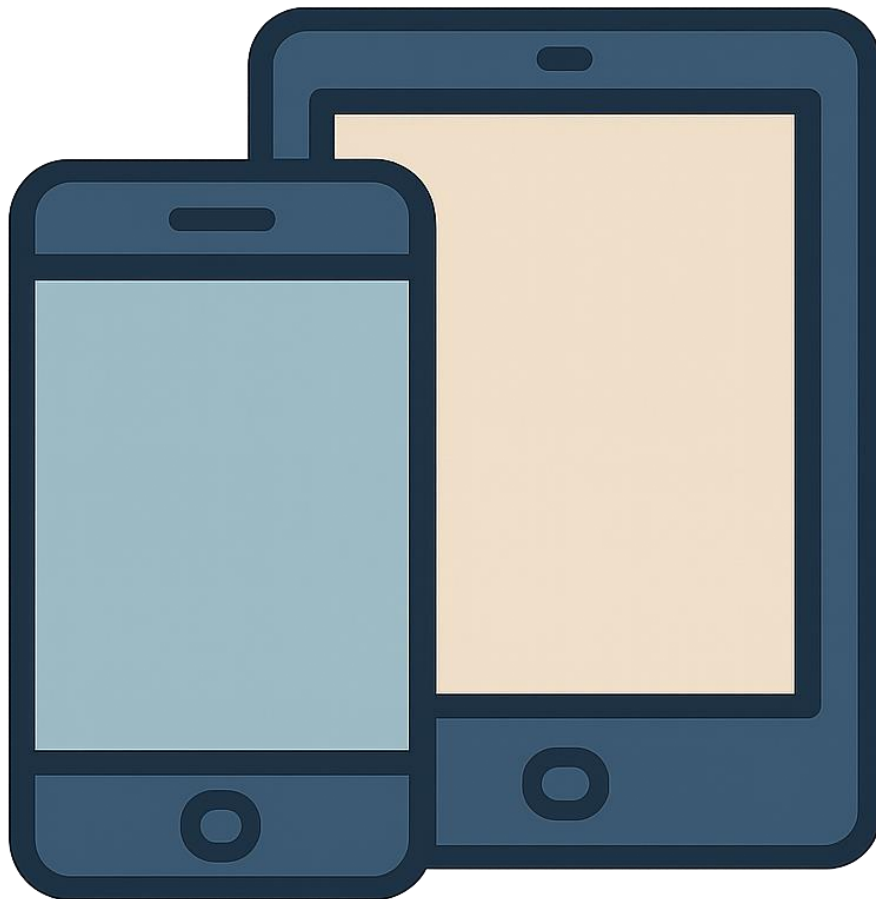




Digital Device and Mobile Phone Policy



Document History

Version	Comments/Amendments	Name	Date
1	First Issue	Chris Kelly	22/04/2025

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1. Introduction

At Oaktree Education Services, we recognise the value of digital technology in modern learning and communication. We are equally aware of the risks associated with mobile phone and device use, particularly for young people with social, emotional, mental health (SEMH) needs, specific learning difficulties (SpLD) and trauma-related conditions. This policy aims to balance access to appropriate technology with safeguarding, wellbeing and educational priorities, in line with DfE guidance and the Children's commissioners report on School phone policies in England (2025).

2. Scope

This policy applies to all students, staff, visitors, contractors and volunteers within all Oaktree Education Services sites.

3. Aims

- Promote a safe and positive learning environment
- Protect students from risks associated with mobile technology, including bullying, exploitation, online grooming and harmful content
- Support students' mental health and wellbeing by managing screen time and device dependency
- Ensure compliance with safeguarding legislation, including Keeping Children Safe in Education (KCSIE) and the Online Safety Act 2023
- Provide clear guidance on acceptable use of digital devices and mobile phones

4. General Principles

- Students should not use personal mobile phones or internet-enabled devices during the college day, unless specifically authorised to do so
- All devices should be turned off at the start of the day
- In cases where students have a demonstrable medical, communication or safeguarding need, an individual risk assessment will be conducted and reasonable adjustments made
- Staff must model appropriate professional use of technology at all times

5. Student Expectations

- Students should switch phones and other devices off or put them away in their bag/drawer at the beginning of each day
- Students should not retrieve or use their device during the college day without explicit permission
- Students found using devices will be prompted to put these away, non-compliance with these requests may face proportionate disciplinary action in line with the Positive Behaviour Policy
- Students will be educated regularly about online risks, digital citizenship and safe use of technology

6. Staff Expectations

- Staff may use work-issued devices for professional purposes only
- Personal phones should not be used in front of students except in exceptional circumstances, such as an emergency
- Any breach of this policy will be dealt with under the Staff Code of Conduct

7. Exceptions and Reasonable Adjustments

In line with DfE non-statutory guidance [cco-school-survey-smartphone-policies.pdf](#)

- Students with medical needs (e.g., diabetes management apps) may be allowed supervised access to their devices through individual health care plans
- Students with specific communication needs (e.g., AAC apps) may be granted access under controlled conditions
- In rare cases where home circumstances necessitate a device for safeguarding reasons (e.g., a Looked After Child needing access to a social worker), appropriate protocols will be agreed in advance

All exceptions will be recorded on a student's support plan and reviewed termly.

8. Safeguarding

- All staff must remain vigilant for risks associated with unauthorised phone use, including sexting, cyberbullying and exposure to inappropriate material
- Any safeguarding concerns must be reported immediately following the Safeguarding and Child Protection Policy
- Students will be provided with structured education on digital safety, online exploitation and emotional resilience

9. Consequences

- Any misuse of mobile phones or digital devices will be considered a breach of the college behaviour expectations
- Consequences will be proportionate, trauma-informed and may include confiscation, parental meetings, loss of privileges or further support interventions
- Persistent breaches may be escalated to the senior leadership team

10. Policy Review

- This policy will be reviewed **annually** (or sooner, if required by legislative changes or significant developments in best practice).
- The review process will involve **teaching staff, support staff, senior leaders, and governors**, alongside student representatives (where appropriate).

Approval and Signature

- **Principle of Head of College:**
Chris Kelly, 22/04/2025
- **Chair of Governors/Trust Board:**
Name, Signature, Date