

2026-2028

Our Community Multi Academy Trust
CEO – David Whitehead



Social Media and Mobile Phone Policy

Approved by	Trust Board of Directors
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Date Approved	18 March 2026
New Review date	March 2028

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Purpose and Rationale

(School name.....) is committed to safeguarding pupils and promoting positive behaviour, wellbeing, and effective learning environments across all Trust schools.

In line with the most recent Department for Education (DfE) guidance on mobile phones in schools, the Trust operates a mobile phone-free school day. This approach supports:

- Improved pupil focus and engagement in learning
- Positive behaviour and social interaction
- Reduced risk of online harm, bullying, and misuse of technology
- Pupil wellbeing and mental health

Definition of Mobile Phones and Personal Devices

For the purposes of this policy, mobile phones and personal devices include (but are not limited to):

- Smartphones and mobile phones
- Smart watches
- Tablets

- Earbuds or headphones with internet or recording capability
- Any personal device capable of internet access, messaging, photography, video or audio recording

Use of Mobile Phones by Pupils

(school name.....) understands that some parents and carers wish their children to carry a mobile phone when travelling to and from school for reasons of personal safety.

General Rules

- Pupils are permitted to bring a mobile phone or personal device to and from school only.
- Mobile phones and personal devices must not be used at any time during the school day.
- For the purposes of this policy, the school day begins when pupils enter the school site and ends when they leave the site, including break times, lunch times, before-school provision and all after-school clubs or activities.
- All devices must be switched off (not on silent) and handed in or stored securely as directed by the school on arrival.
- Devices must remain switched off and out of sight until pupils have left the school site.

Storage and Collection

- Pupils who bring a mobile phone to school must hand it in to the school office upon arrival, in line with school procedures.
- Devices may only be switched back on once the pupil has left the school site at the end of the day.

Sanctions

- Any pupil found using, or known to have used, a mobile phone or personal device during the school day will have the device confiscated.
- Parents and carers will be informed.
- Repeated incidents will result in escalating sanctions in line with the school's Behaviour and Rewards Policy.
- Refusal to hand over a device when requested by a member of staff will be treated as refusal to comply with a reasonable request and will result in further sanctions.

Contacting Pupils and Parents/Carers

- Parents and carers wishing to contact their child during the school day should contact the school office directly.

- Messages will be passed to pupils promptly where necessary.

Confiscation of Devices

Schools are permitted to confiscate mobile phones and personal devices under Sections 91 and 94 of the Education and Inspections Act 2006.

- Confiscated devices will be stored securely in the school office until the end of the school day.
- In cases of repeated confiscation, parents or carers may be required to collect the device from reception.
- Staff will not routinely access, search, delete or view content on pupils' devices.
- Any search of a device will only take place where there is a safeguarding concern and will be carried out in line with statutory guidance and data protection requirements.

Loss, Theft or Damage

- Pupils bring mobile phones and personal devices to school at their own risk.
- Devices must be stored securely and protected with passwords or PIN codes.
- The school accepts no responsibility for the loss, theft or damage of any personal device brought onto the school site.
- Where a device is confiscated as part of a disciplinary process, neither the school nor staff will be liable for loss or damage, in accordance with Section 94 of the Education and Inspections Act 2006.
- Any device found on school premises should be handed to the school office, which will attempt to identify and contact the owner.

Social Media Use – Guidance for Pupils

Most social media and networking platforms require users to be aged 13 or over. Pupils should follow the age restrictions set by service providers and use social media responsibly and safely.

Expectations

- Pupils must not access social networking or messaging platforms during the school day.
- Pupils must not attempt to contact or connect with members of staff via social media or online platforms.

- Pupils should immediately report any inappropriate contact, content, or cyberbullying to a trusted adult in school.
- School computers and devices must not be used to access social networking sites unless expressly authorised for educational purposes.

The Trust has a zero-tolerance approach to cyberbullying.

Pupil Online Safety and Protection

Pupils are advised to:

- Never meet in person with someone they have only communicated with online
- Only communicate online with people they know in real life
- Avoid sharing personal information, including full names, school details, locations, hobbies or routines
- Think carefully before sharing photographs or videos

These measures are designed to keep pupils safe. Where necessary, the school may recommend that a pupil disengage from specific online platforms, with parental agreement.

Parents and Carers – Use of Social Media

Parents and carers are expected to:

- Use appropriate and respectful channels of communication with the school
- Avoid posting images of pupils (other than their own child) taken at school events
- Refrain from posting malicious, defamatory or inappropriate comments about pupils, staff or the school community

Concerns or complaints should be raised through the school's formal communication or Complaints Policy.

Online Bullying and Inappropriate Use

The school's Anti-Bullying Policy outlines procedures for dealing with all forms of bullying, including online bullying.

- Incidents involving technology misuse in school will be managed in line with the Behaviour Policy.

- The school cannot be held responsible for pupils' online behaviour outside school hours, except where it impacts school life or involves school activities, trips or events.
- Parents and carers are encouraged to monitor their child's use of technology outside school hours.

Where online activity may constitute a criminal offence (including threats, hate-related content or harassment), the school may involve external agencies, including the police.

Review

This policy will be reviewed every two years or sooner if national guidance or legislation changes.