



Helping Youth & Community from Start to Finish

OnTrak Mobile Phone Policy for Pupils

Pupil use of mobile phones and smart devices while attending

OnTrak from 1st September 2026

1. Purpose

This policy sets out OnTrak's expectations for pupil mobile phone use. It is intended to support learning, reduce distractions, promote positive behaviour, protect privacy, and help keep pupils safe while attending OnTrak.

2. Scope

This policy applies to all pupils while on OnTrak premises, during OnTrak sessions, and during activities where OnTrak is responsible for pupils. References to mobile phones include smartphones, smart watches, headphones, tablets used as personal communication devices, and any other device capable of messaging, recording, photographing, filming, or accessing the internet.

3. Core Rule

Pupils must not use, or access mobile phones or smart devices at any point during OnTrak sessions, including learning time, movement between activities, breaks, and lunchtimes, unless a member of staff has given explicit permission for an approved reason.

4. Bringing a Phone to OnTrak

- Pupils who bring a phone to school do so at their own risk.
- OnTrak is not responsible for loss, theft, or damage to personal devices, unless caused by proven negligence by OnTrak.
- Phones must be switched off or set so they cannot be heard, seen, or used during OnTrak sessions.
- Phones must be stored securely as directed by the school, for example in a bag, locker, pouch, or designated collection point.

5. Permitted Exceptions

Exceptions may be agreed where a pupil has a clear and approved need, such as a medical requirement, an accessibility need, safeguarding arrangement, or another exceptional circumstance agreed by OnTrak. Any exception must be approved by the OnTrak manager or designated senior member of staff and recorded appropriately.

6. Communication During the School Day

If a pupil needs to contact home during an OnTrak session, they must speak to a member of staff and use an approved OnTrak communication route. Parents and carers who need to contact a pupil during the day should contact OnTrak directly, not the pupil's mobile phone.

Adrian 07 949 068 833 Anytime

Allison 07 786 735 352 Anytime

Office 01 274 678 272 opt 2 9am- 12.30pm Monday to Thursday

7. Misuse

Misuse includes, but is not limited to, using a device without permission, taking photographs or videos, recording audio, sharing images or messages, accessing social media, contacting others during the school day, using headphones, or using a device in a way that disrupts learning, affects wellbeing, breaches privacy, or creates a safeguarding concern.

8. Confiscation and Sanctions

- If a pupil uses, displays, or allows a phone to be heard during an OnTrak session, staff may confiscate the device in line with OnTrak behaviour procedures.
- Confiscated devices will be stored securely and returned according to school procedures.
- Repeated breaches may result in further sanctions, parental contact, loss of permission to bring a phone to OnTrak, or other actions under OnTrak behaviour procedures.
- Where misuse raises a safeguarding, bullying, criminal, or privacy concern, the school may take further action in line with safeguarding procedures.

9. Searches and Safeguarding

Where there is a reasonable safeguarding or behaviour concern, OnTrak may act in accordance with its safeguarding, behaviour, anti-bullying, and searching, screening and

confiscation procedures. Any action taken will be proportionate and will prioritise pupil safety and welfare.

10. Responsibilities

- Pupils are responsible for following this policy and keeping devices switched off and out of use.
- Parents and carers are responsible for supporting the policy and contacting OnTrak directly if they need to pass on urgent messages.
- Staff are responsible for applying the policy consistently and reporting concerns in line with school procedures.
- OnTrak leaders are responsible for reviewing the policy and ensuring it supports a safe, calm, and focused environment.

11. Review

This policy will be reviewed regularly and updated where necessary to reflect school practice, statutory requirements, safeguarding guidance, and the needs of pupils.

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