Mobile Phone Policy

Approval date	September 2023
Approver	Mr A Henderson, Principal
Owner	Mr A Henderson, Principal
Due for review	September 2024

This policy is reviewed annually to ensure compliance with current regulations

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1. Introduction and Aims: Mobile Device Policy

From 30th October 2023, St John's Marlborough will be a phone and device-free school for students in Years 7-11 The aim of a device-free school is to encourage students to interact with one another and develop their social and interpersonal skills, whilst considering their well-being and the overconsumption of information accessible through their mobile phone.

2. Roles and 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.

The SLT members with oversight of Behaviour and Attitudes in Key Stages 3 and 4 are responsible for monitoring the policy every year, reviewing it, and holding staff and pupils accountable for its implementation.

As per the Excalibur Trust Scheme of Delegation, the Academy Committee (formerly Local Governing Body) contribute to this policy as it forms part of wider behaviour policy.

3. St John's Marlborough terminology and abbreviations

Devices – mobile phones, headphones/airpods, tablets or games consoles
HOY - Head of Year
AHOY – Assistant Head of Year
KW – Key Worker (Pastoral Lead for year group),
Pastoral Team – Includes HOY, AHOY, KW

4. Use of mobile devices by students

Students must have mobile devices switched off or on silent and in stored securely from 8.30am to 3.00pm. Mobile devices should remain switched off or on silent and in school bags unless permitted to use them for educational purposes by a member of staff. No device should be visible until students have left their final lesson at 3.00pm.

If there is an urgent issue or a message that needs to be relayed to a student during the school day parents, carers or guardians should call main reception or email the Key Worker to pass information to the student. Should the person contacting the school need to speak to the student that will be possible via main reception or pastoral offices. Students can go to main reception or pastoral offices to seek access to a phone to call home at appropriate times during the school day (not during lesson time).

4.1 Use of devices on school visits, trips and residentials

The default position is that all school activities will be device-free as per this policy. On some trips, devices may be permitted at the discretion of the trip leader. This is on a case-by-case basis and will be communicated with students and families in advance of the trip / residential departing. In some cases, devices may be allowed for some parts of the trip (eg the journey) but not other parts.

4.1 Sanctions for misuse of mobile devices, including headphones.

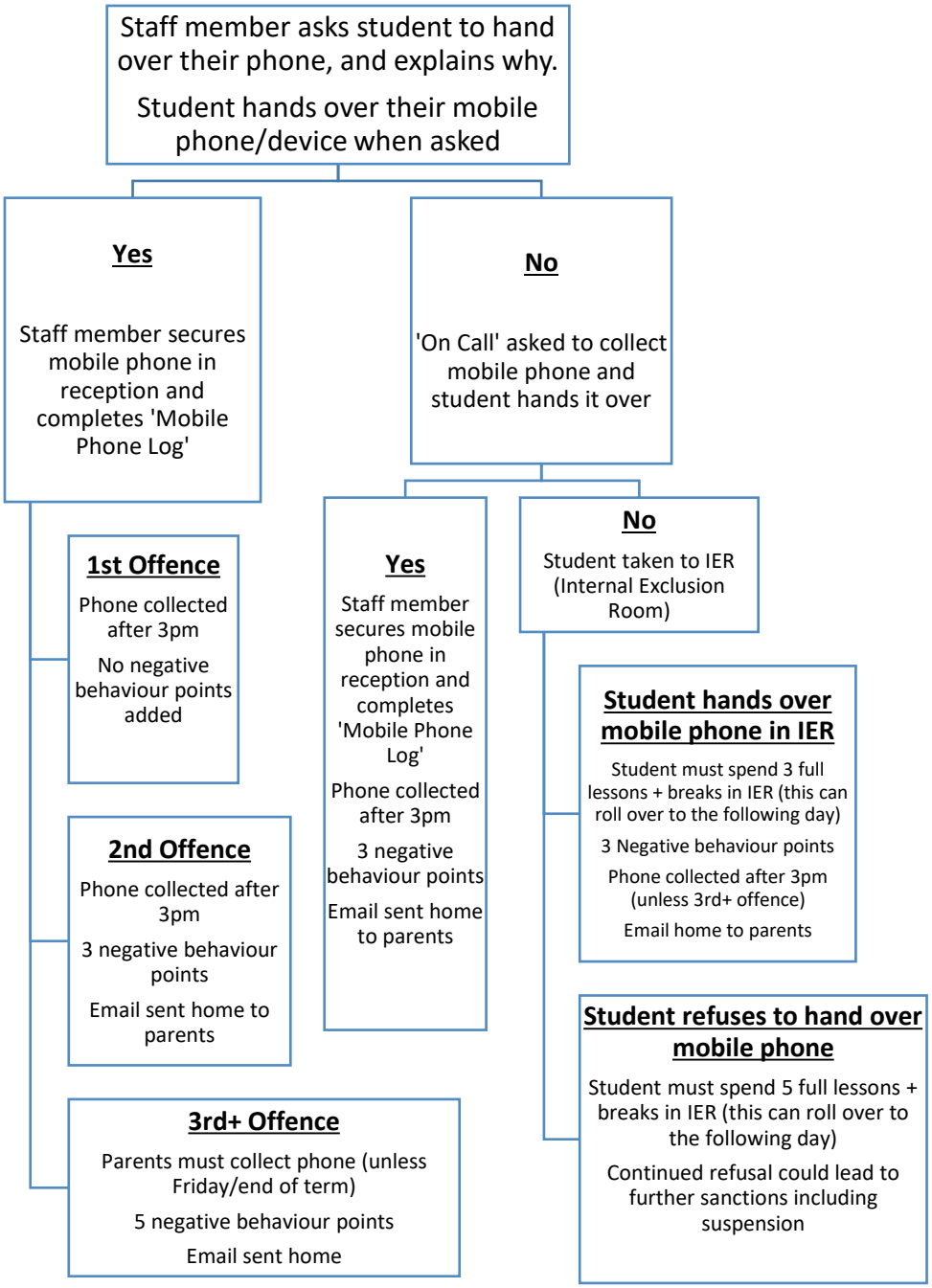
Should a student have their device visible at any point between 8.30am and 3.00pm during the school day, a member of staff will confiscate the item, place it in an envelope, write the student's name and hand in to main reception.

Schools are permitted to confiscate devices from pupils under sections 91 and 94 of the Education and Inspections Act 2006.

When confiscating:

- Staff must inform students where they can retrieve their device from at the end of the day i.e., from main reception.
- For repeat offenders, staff should check in with the Pastoral Support Team of the student. This team will implement the appropriate support or sanction.
- It is the staff member's responsibility to log the information in the 'Mobile Device Log' in reception if a device has been confiscated. (This may be passed on to the 'On Call' staff or the Pastoral team if necessary.) If a student refuses to hand over their device, then staff should use 'On Call' staff for support. Any persistent refusal to hand over the mobile phone will result in a significant sanction (see 'Sanction Flow Diagram').
- Should a student refuse to co-operate with a member of staff following this policy, the member of staff can seek support from the pastoral team or SLT. The member of staff should contact home i.e., call or email to raise concern and request support from home.

Sanction Flow Diagram – 8.30am – 3.00pm ONLY



Certain types of conduct, bullying or harassment can be classified as criminal conduct. The school takes such conduct extremely seriously and will involve the police or other agencies as appropriate.
Such conduct includes, but is not limited to:

- Sexting (consensual and non-consensual sharing of nude or semi-nude images or videos)
- Upskirting
- Threats of violence or assault
- Abusive calls, emails, social media posts or texts directed at someone on the basis of protected characteristics.

6. Loss, theft or damage

Pupils bringing phones to school must ensure that phones are appropriately labelled and are stored securely when on school site. Pupils must secure their phones as much as possible, including using passwords or pin codes to protect access to the phone's functions.
The school accepts no responsibility for mobile phones that are lost, damaged or stolen on school premises or transport, during school visits or trips, or while pupils are travelling to and from school.

If a device is confiscated, any existing damage to the device will be recorded on the envelope. Confiscated devices will be kept in a locked cupboard in main Reception until collected by the student at the end of the school day.
If a student is leaving school early for any reason and needs to collect their confiscated item before the end of the school day, their parent or guardian will need to give permission over the telephone to the reception team.

7. Monitoring and review

The school is committed to ensuring that this policy has a positive impact on students' education, behaviour and welfare. When reviewing the policy, the school will take into account:

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

End of policy

October 2023

8. Appendix 1 - List of Pastoral Team Email addresses:

Year 7	Mrs N Hawkins (HOY) Miss J Day (KW)	nhawkins@stjohns.excalibur.org.uk jday@stjohns.excalibur.org.uk
Year 8	Mr D Evans (HOY) TBC	devans@stjohns.excalibur.org.uk
Year 9	Miss E Staten (HOY) Miss O Hawkins (KW)	estaten@stjohns.excalibur.org.uk ohawkins@stjohns.excalibur.org.uk
Year 10	Mr S Ottaway (HOY) Ms S Kirkup (KW)	sottaway@stjohns.excalibur.org.uk skirkup@stjohns.excalibur.org.uk
Year 11	Mr K Jefferies (HOY) Miss V Burgess (KW)	kjefferies@stjohns.excalibur.org.uk vburgess@stjohns.excalibur.org.uk

9. Appendix 2 – Device Free Exemption Framework

Rationale:
To support the needs of all of students it is important to acknowledge those that need wider consideration to support their medical needs whilst in school. This will be considered on a case-by-case basis and medical professional evidence will be required (if not already known) to explain the need required.

Implementation:
Students with an exemption will be able to use a device throughout the school day. However, the use of the device must not be in student facing areas whenever possible i.e., the student will need to be in an identified safe space, or staff office to be compliant.

Students that need noise fenders can use them throughout the day in all areas – this does not include headphones attached to mobile devices.

The year team will issue exemption passes to students required once families have shared the medical evidence requested.

Impact:
Students with exemptions will be able to manoeuvre around the building whilst adhering to the device free expectation for all students.

Staff will be made aware of those with exemptions.

Pastoral Teams will review those with exemptions passes and communicate any concerns with the students and families to ensure everyone is aware of usage and any concerns that may arise.