



Exmouth  
Community  
College  
Academy Trust

## MOBILE PHONE POLICY

Policy Details	Date
Written by	David Turner
Reviewed by	David Turner
Ratified by	Curriculum
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Exmouth Community College is committed to providing a safe and stimulating learning environment in which students can learn and teachers can teach.

Students bring in mobile phones and smart devices at their own risk.

*NB all references to mobile phones in this policy also relates to 'smart functionality on smart devices' (e.g. messaging / calling functions on smartwatches).*

## **1 Possession and Use of Phones and smart devices**

Mobile phones and smart devices are allowed in College, provided they are switched OFF (or smart functionality switched off) before entering the College site and only switched ON after the student has left the College site (or in the area beyond the secure line on both sites).

The use of mobile phones for years 7 to 11 is prohibited on site during the school day.

Mobile phones are not allowed to be out of a bag whilst the student is on site. Students are encouraged to have protective cases for their phones.

## **2 Contacting home**

Any messages that need to be relayed from or to a student should be directed through the relevant Achievement Hub who will make a decision on the urgency of passing the message on and, if so, the best means to do this.

Parents should not arrange to contact students via their mobile phones at any time of the school day.

## **3 Inappropriate use of mobile phones**

If a member of staff sees a student with a mobile phone, or hears a mobile phone, the following procedure should be implemented. (This applies whether the phone is switched on or off)

- The student should give the phone to the member of staff without argument
- The member of staff should take the phone (including SIM card) to the nearest Achievement Hub clearly stating:
  - The name and form of the student
  - The time and place the phone was confiscated
- The Achievement Hub will log this as a 'Mobile Phone' incident on ClassCharts and a message will be sent to parents informing them of next steps (see below)

If a student refuses to hand in their phone they will be placed in Internal Reflection until the phone is handed over. A further consequence *may* apply for failure to follow the instructions of a member of staff (see Behaviour Policy).

## **4 Return of phones**

On the **first** occasion in a six week period:

- students can collect the phone from their Achievement Hub at the end of the school day
- On collecting the phone, the student will be required to sign to confirm that they understand the consequences of using their phone again within the six week period. Failure to sign the form will result in a referral to the Deputy Headteacher for resolution and the phone will not be returned.

On the **second** occasion in a six week period:

- parents / carers will be required to collect the phone from the appropriate Reception (Gipsy Lane for KS4, Green Close for KS3) at the end of the school day.
- On collecting the phone, the parent/ carer will be required to sign to confirm that they understand and accept the consequences of using their child using their phone again within the six week period. Failure to sign the form will result in a referral to the Deputy Headteacher for resolution.

On the **third** occasion in a six week period:

- The phone will be kept for two full school days\* (e.g. if confiscated on a Wednesday, the phone will be able to be collected at the end of Friday). If this period covers a weekend, the phone will be handed back to the parent /carer at the end of the Friday and will need to be handed in again before school on the Monday.
- Parents / carers will be required to collect the phone from the appropriate Reception (Gipsy Lane for KS4, Green Close for KS3) at the end of the relevant school day. On collecting the phone, the parent/ carer will be required to sign to confirm that they understand and accept the consequences of using their child using their phone again within the six week period. Failure to sign the form will result in a referral to the Deputy Headteacher for resolution.

On any subsequent occasions in a six week period:

- The phone will be kept by the school for a period of up to five school days\*. If this period covers a weekend, the phone will be handed back to the parent /carer at the end of the Friday and will need to be handed in again before school on the Monday.

Where particular safeguarding or disciplinary reasons exist (including with regard to the data stored on the phone) the College reserves the right to maintain possession of a mobile phone until it is deemed appropriate to release. This is in line with statutory guidance – see <https://www.gov.uk/government/publications/searching-screening-and-confiscation>. This judgement will be made by the Headteacher, Deputy Headteacher or the Assistant Headteacher in charge of Safeguarding.

\*In exceptional circumstances (to be determined by the Headteacher / Deputy Headteacher) the student will hand in the phone each morning and collect at the end of the day for the duration of the confiscation.

## **6 Communication of Policy**

Students and parents are made aware of the policy in the following ways

- At whole year group assemblies in September
- Through regular updates to parents and carers via social media.
- Through regular inputs and reminders in assemblies and tutor groups.
- In the Parent Guide and Student Planner

This policy should be read in conjunction with the Equality Policy. No one will unlawfully be disadvantaged on the grounds of age, race or ethnicity, disability, gender and marital status, gender identity, sexual orientation, religion or belief under the operation of this policy.

