

Mobile Phone Policy Draft May 2023 - Implementation

Appendix 1 - Implementation of mobile phone policy in school

The implementation process for managing mobile phones in school will be rolled out in a phased approach over the next two years. The implementation policy will initially be varied for lower and upper school pupils with the intention that by the end of 2025 **all year groups including years 7 to 11** will follow the process detailed in 1.1a. The purpose of this roll out is to grow a culture of compliance and to ensure that the policy and process is fully embedded across all year groups in the main school.

1.1 Who is responsible for implementation of this policy on a day to day basis?

The member of staff responsible for each tutor group is responsible for implementing this policy at the start of each day and must ensure that the procedure detailed here is carried out as well as check that this is done by all of the pupils in the group. Thereafter, it is the duty of every member of staff to ensure that the policy is enforced throughout the school day

1.1a Implementation of policy for years 7 and 8

- As soon as children arrive at their morning tutor period, the tutor (or other adult responsible for the tutor group) will inform ALL pupils that they **must switch off their mobile phone and place it in their own personal mobile phone locker** located in their tutor room.
 - Each pupil is responsible for making sure that their own locker is securely locked.
 - Note that it is not permitted for children to keep their phone in their bag or anywhere on their person instead of using a locker.
- After the bell has sounded for the end of the school day, all pupils should return to their tutor room and collect their own phone from their own locker before going home.
- Pupils are not permitted to check their phone during the school day or to collect their phone from their locker at any time during the day including lunch or breaks

1.1b Implementation of policy for years 9,10 and 11

- As soon as children arrive at their morning tutor period, the tutor (or other adult responsible for the tutor group) will inform ALL pupils that they **must switch off their mobile phone** and then leave it in their bag, **switched off** for the remainder of the school day including breaks and lunch.
- After the bell has sounded for the end of the school day and children have left the last lesson, they will be permitted to switch their phone back on
- Pupils are not permitted to check their phone or to switch it on at any time during the school day including lunch or breaks

1.2 What if a pupil is late to school or is leaving before the end of their school day?

- If a pupil in **any year group including 7 to 11** arrives late to school, they must sign in at reception as normal and will be required to hand over their mobile phone to the reception team. These phones will be stored securely at reception for the full day and can be collected

at the end of the school day after the bell has sounded for the end of lessons. Pupils will not be permitted to collect their phone at any other time including breaks and lunch

- If a pupil in year 7 or 8 is leaving school before the end of the school day, they must still follow the policy detailed in 1.1a. Before they are due to leave school, the pupil should go to reception and will be issued with a permission slip that allows them to collect their phone from their tutor room immediately before they leave. Permission slips will be name, date and time stamped and used only on that occasion

Appendix 2. Managing pupil compliance

2.1 Escalation process and sanctions for non compliance

If a pupil is found by a member of staff to have their phone during the school day, they must respond as follows:

2.1a First offence

If a pupil is found by a member of staff to have their mobile phone **during unstructured time** in the school day the member of staff must:

- log the incident log on Bromcom
- For years 7 and 8, immediately escort the pupil to their tutor room where they will be instructed to switch their phone off and lock it away in their locker.
- For years 9,10 and 11 immediately escort the pupil to reception where they will be instructed to hand their phone over. The phone will be locked securely away for collection at the end of the day
 - Refusal to follow the instructions from any member of staff (teacher or non teacher) will be classed as defiance and dealt with appropriately under the behaviour policy
- The pupil will receive a first warning from the relevant Hub office and parents notified

If the mobile phone offence occurs **during a lesson**, the member of staff responsible for the lesson must:

- log the incident log on Bromcom
- For years 7 and 8, immediately send the pupil to their tutor room where they will be instructed to switch the phone off and lock it away in their locker and log this on the weekly 'out of lesson tracker' document
- For years 9,10 and 11 immediately send the pupil to reception where they will be instructed to hand their phone over. The phone will be locked securely away for collection at the end of the day
 - Refusal to follow the instructions from any member of staff (teacher or non teacher) will be classed as defiance and dealt with appropriately under the behaviour policy
- The pupil will receive a first warning from the relevant Hub office and parents notified.

2.1b Second offence

If a pupil is found to have their mobile phone during the school day on a second occasion, the same routine relevant to the year group detailed in **2.1a** will be followed.

- In addition, the pupil will lose their free time which may include after school detention

- The pupil will be issued with their second and final warning and parents notified of the escalation

2.1c Third offence

If a pupil is found to have their mobile phone during the school day on a third occasion, the same routine relevant to the year group detailed in **2.1a** will be followed.

- In addition, the pupil will spend an appropriate amount of time in internal provision and loss of free time including after school detention
- the phone will be confiscated by the relevant Hub office to be collected only by parents.
- At the discretion of the school, additional, appropriate measures will be imposed to ensure compliance with this policy from the pupil.

2.2 Refusing to hand in a phone at reception or when asked by a member of staff

If a child is late to school for any reason and fails or refuses to hand their mobile phone in at reception, or refuses when asked to hand over their phone at any time during the day by a member of staff, this will constitute defiant behaviour and result in an appropriate level of sanction in line with the behaviour policy.

In such circumstances, the member of staff will:

- log the incident on Bromcom
- Immediately inform the relevant Hub office who will respond appropriately
- The phone will be confiscated

2.3 Confiscation of a mobile phone

[DfE guidance on searching, screening and confiscation.](#)

Headteachers and staff authorised by them have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil may have a prohibited item or any other item that the school rules identify as an item which may be searched for.

Confiscated phones will be stored securely either in the relevant Hub office or at school reception until they are collected either by the pupil at the end of the day or by the parent depending on the arrangement

Appendix 3a: Mobile phone home school agreement for pupils in year 7 and 8

- Parents and carers are responsible for completing this form with their child and for explaining the policy to them
- Failure to agree to all conditions in this policy will result in children not being allowed to have a mobile phone in school at any time

Name of child	Tutor Group	Date
Parents or carers, please tick only ONE of the following statements		
EITHER.... my child DOES bring a mobile phone to school each day	<input type="checkbox"/>	OR.... my child DOES NOT bring a mobile phone to school each day. I understand that I must inform the school immediately if this situation changes

Questions for parents and carers to answer with their children. I agree to and understand that:	Tick
1. I am allowed to bring a mobile phone to school but I am not allowed to use it from the beginning of the school day (that is, from the start of morning tutor time) to the end of the last lesson of the school day including break and lunch.	<input type="checkbox"/>
2. as soon as I arrive at the morning tutor period, I will switch off my mobile phone and place it in my personal mobile phone locker located in my tutor room and make sure my own locker is securely locked.	<input type="checkbox"/>
3. after the bell has sounded for the end of the school day but at no time before, I will collect my own phone from my own locker before going home.	<input type="checkbox"/>
4. I will immediately comply with a request by any member of staff to switch off, lock away or hand over my phone and that refusal to comply with this is a breach of the school's behaviour policy and will be dealt with accordingly.	<input type="checkbox"/>
If I arrive late to school:	<input type="checkbox"/>
5. I agree to sign in at reception as normal and immediately hand over my mobile phone to the reception team.	<input type="checkbox"/>
6. I understand that my phone will be stored securely for the full day and can only be collected at the end of the school day after the bell has sounded for the end of lessons.	<input type="checkbox"/>
7. I understand that I will not be permitted to retrieve or check my phone at any time during the day including breaks and lunch	<input type="checkbox"/>
8. If I need to leave school before the end of the school day, I agree to <ul style="list-style-type: none"> ○ Follow the mobile phone policy and lock my phone away at morning tutor time ○ Before I am due to leave school, I will ask to go to reception and will be issued with a permission slip that allows me to collect my phone immediately before I leave. 	<input type="checkbox"/>
I understand that I must not :	<input type="checkbox"/>
9. collect or check my phone during the school day or to take it from my locker at any time during the day including lunch or breaks unless I have the appropriate permission (see point 8)	<input type="checkbox"/>
10. take or share photos or recordings of any kind of other pupils or any staff without their prior consent.	<input type="checkbox"/>
11. share my contact details, passwords or access codes with people I don't know, and must not share other people's contact details, passwords or access codes without their prior consent.	<input type="checkbox"/>
12. use my phone or any form of messaging or social media to send or receive anything that may be criminal, vulgar, pornographic, obscene, insulting or derogatory	<input type="checkbox"/>
13. use my mobile phone to bully, intimidate or harass anyone including any pupils or staff via any form of messaging or social media	<input type="checkbox"/>

Appendix 3b: Mobile phone home school agreement for pupils in year 9, 10 and 11

- Parents and carers are responsible for completing this form with their child and for explaining the policy to them
- Failure to agree to all conditions in this policy will result in children not being allowed to have a mobile phone in school at any time

Name of child	Tutor Group	Date
Parents or carers, please tick only ONE of the following statements		
EITHER.... my child DOES bring a mobile phone to school each day		OR.... my child DOES NOT bring a mobile phone to school each day. I understand that I must inform the school immediately if this situation changes

Please read and tick all statements to indicate that you have read, understood and accepted them

- I am allowed to bring a mobile phone to school but I am not allowed to use it or have it switched on from the beginning of the school day (that is, from the start of morning tutor time) to the end of the last lesson of the school day including break and lunch.
- as soon as I arrive at the morning tutor period, I will switch off my mobile phone and place it in my bag where it will remain **fully switched off** for the full duration of the school day.
- after the bell has sounded for the end of the school day and after I have left my last lesson, only then will I be allowed to switch my phone back on
- I will immediately comply with a request by any member of staff to switch off, put away or hand over my phone and that refusal to comply with this is a breach of the school's behaviour policy and will be dealt with accordingly.

If I arrive late to school:

- I agree to sign in at reception as normal and immediately hand over my mobile phone to the reception team.
- I understand that my phone will be stored securely for the full day and can only be collected at the end of the school day after the bell has sounded for the end of lessons.
- I understand that I will not be permitted to check my phone at any time during the day including breaks and lunch
- If I need to leave school before the end of the school day, I agree to
 - Follow the mobile phone policy and lock my phone away at morning tutor time
 - Before I am due to leave school, I will ask to go to reception and will be issued with a permission slip that allows me to collect my phone immediately before I leave.

I understand that I **must not**:

- Switch on my phone or take it out of my bag at any time during the day including lunch or breaks unless I have the appropriate permission (see point 8)
- take or share photos or recordings of any kind of other pupils or any staff without their prior consent.
- share my contact details, passwords or access codes with people I don't know, and must not share other people's contact details, passwords or access codes without their prior consent.
- use my phone or any form of messaging or social media to send or receive anything that may be criminal, vulgar, pornographic, obscene, insulting or derogatory
- use my mobile phone to bully, intimidate or harass anyone including any pupils or staff via any form of messaging or social media
- Mobile phones are not permitted in any internal or external exam or test environment. If you have a mobile phone, you will be asked to store these appropriately, or turn them over to an exam invigilator, before entering the test room. Bringing a phone into the test room can result in your exam being declared invalid.

Appendix 4: Application form for exemption from the mobile phone policy

- This form must be completed by parents or carers and submitted to the relevant Hub Office for approval.
- Exemptions are granted for **specific, diagnosed medical conditions only**, supported by a doctor's note detailing the reasons why it is essential for the child to carry a mobile phone during the school day
- Prior to receiving approval, pupils must follow all aspects of the mobile phone policy at all times until the application has been received, agreed and signed off by the school.
- Granting an exemption to the mobile phone is entirely at the discretion of the Headteacher

Name of child	Tutor group	Year group	Date of application
Reason for application for exemption to this policy			
Doctor's note attached?	Yes	No	Date
Exemption granted?	Yes	No	Date
Review date (no more than one year from date of issue)			
Reasons			
Pupils who bring a mobile phone to school must abide by the school's policy on the use of mobile phones. The school reserves the right to revoke an exemption if pupils do not abide by the policy.			
Headteacher's signature			
Parent signature			
Pupil signature			