Joseph Leckie Academy

Mobile Phone Policy

Approved by JLA Governing Body	
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1. Introduction

1.1 At Joseph Leckie Academy we strive to create a safe, secure and supportive environment for all our students and staff. This is essential in establishing and maintaining high standards of behaviour, ensuring that the Academy is a calm and safe environment for all students and staff.

1.2 Mobile devices present several risks within the Academy environment including:

- disruption to learning;
- facilitating bullying or harassment, including issues arising from social media use and cyberbullying;
- potential for loss, damage or theft;
- breaches of exam regulations;
- opportunities for inappropriate use through advanced technology; and
- taking or sharing of images/videos of students and/or staff.

1.3 In this policy, the term mobile phone includes mobile phones and other smart technology with similar functionality to mobile phones (for example the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or videos).

1.4 Although the Academy would advise students not to bring mobile phones to the Academy and encourages them to use the facilities provided on site (Key Stage Hub or Reception), we recognise that parents/carers may wish their child to have access to their mobile phone to support their child's safety, particularly when travelling to and from the Academy. This policy has therefore been established in accordance with the Department for Education's guidance mobile phone guidance which states that the use of mobile phones is prohibited throughout the school day and informed by the considerations outlined above.

2. Use of mobile phones by students

2.1 At Joseph Leckie Academy, we operate a **'never seen, never used, never heard**' approach. Students must not use their mobile phones anywhere on the Academy site, including before and after school. There may be exceptions for special circumstances such as for students with diabetes who use their phones to monitor their blood sugar.

2.2 Permission will only be granted where there is documented safeguarding or medical necessity. To request such permission, parents/carers should contact their child's Head of Year or the Designated Safeguarding Lead.

2.3 Any students who are given permission must then adhere to the Academy's acceptable use agreement for mobile phone use which will be shared once permission has been granted.

2.4 Sixth form students are allowed access to their mobile phones during their school day to reflect their increased independence and responsibility but must not compromise our policy on the use of mobile phones for other students. Therefore, they are permitted to use their mobile phones in the sixth form common room and the sixth form study area. Use outside of these areas and any misuse of mobile phones by students in the sixth form will lead to sanctions outlined in this policy.

3. Sanctions and support

3.1 Schools are permitted to confiscate mobile phones from students under sections 91 and 94 of the Education and Inspections Act 2006).

3.2 The table below outlines the sanctions that will be applied if a student's mobile phone is seen, used or heard anywhere on the Academy site. The mobile phone will be confiscated and be returned only to a parent/carer,

who must collect it from Reception and provide proof of identity. Mobile phones will not be returned directly to students.

3.3 If a student is wearing headphones, which are a banned item, this will be treated as mobile phone use. Both the headphones and the mobile phone will be confiscated.

First confiscation	60-minute detention on the next day.	Pastoral manager calls home to discuss confiscation.
Second confiscation	SLT detention on the following Friday until 4.20pm.	Head of Year calls home to discuss confiscation.
Third confiscation	1 day in internal reflection until 4pm.	Inclusion Administrator to arrange parent/carer meeting with HOY. The student will be directed to engage in an intervention session focused on understanding the reasons for, and the importance of, maintaining a mobile-free school environment.
Fourth confiscation	2 days in internal reflection until 4pm.	Inclusion Administrator to arrange parent/carer meeting with HOY and SLT link.
Fifth confiscation	A period of internal suspension until 3.30pm.	Inclusion Administrator to arrange parent/carer re-integration meeting with HOY and Assistant Principal Behaviour. A repeat of the intervention session.
Six confiscations or more	Off-site direction at another school. Possible mobile phone ban which will include random searches.	Inclusion Administrator to arrange parent/carer meeting with HOY, Assistant Principal Behaviour and Vice-Principal.

3.4 If a student refuses to hand over their mobile phone, they will be internally suspended in addition to the sanction outlined in the table above. The student's parent/carer will be informed and may collect the mobile phone at the end of the school day; however, they must also attend a reintegration meeting with the student's Head of Year and/or SLT link. Refusal of internal suspension will result in an escalated sanction which may include an offsite direction placement at another school.

3.5 Any repeated refusal to surrender their mobile phone will be seen as a serious breach of the Academy's expectations and may result in an extended period of internal suspension or consideration of an off-site direction at another school.

3.6 Failure to attend an offsite direction placement will be recorded as unauthorised absence, and parents/carers may be liable for a fixed penalty notice.

3.7 If a mobile phone is seen, used or heard, on site at the end of the Academy day it will not be confiscated however a sanction will be applied in accordance with the sanctions outlined in the table above.

4.0 Staff roles and responsibilities if a phone is seen, used or heard.

4.1 If a mobile phone is seen, used, or heard by a member of staff, the following process must be followed:

- The member of staff who has seen or heard the mobile phone must record on Class Charts as 'Mobile phone', with a note describing what occurred. This includes at the start or end of the Academy day.
- The member of staff must inform the student that their mobile phone has been seen or heard and that the incident is being logged.
- The Pastoral Manager will normally locate the student and confiscate the mobile phone at a time which limits disruption to learning. If unavailable, another member of the year team will carry out the confiscation (Head of Year, SLT Link or other members of ESLT).
- The device must be handed to Reception, along with the student's name and year group.
- Reception staff must place the mobile device in a named, sealed envelope and store it in a secure location.
- Reception staff will inform the parent/carer that their child's phone has been confiscated and outline the arrangements for collection.
- The Inclusion Administrator will track the number of confiscations, follow the process outlined in the table above and send a letter to parents/carers at each stage of confiscation.
- The Pastoral Manager, Head of Year and member of the SLT will follow the process outlined in the table above.
- If a mobile phone seen, used or heard, on site at the end of the Academy day it will not be confiscated however a sanction will be applied in accordance with the sanctions outlined in the table above.

4.2 If a mobile phone is believed to have been used in an incident, either on Academy premises or outside of them, authorised staff may search a student's mobile phone in specific circumstances, in line with the DfE's guidance on searching, screening and confiscation. This guidance permits authorised staff to search a phone where there is a legitimate reason to do so, such as a reasonable belief that it contains pornographic images or has been used to commit an offence or cause harm to another person. Further details can be found in the Academy's Searching, Screening and Confiscation Policy, available upon request.

4.3 Staff are expected to support and model the school's mobile phone-free environment. Personal mobile phones should not be used during the school day unless staff are designated as on-call. Personal mobile phones must not be used in areas where they are visible to students.

4.4 Staff use of mobile phones must also comply with the Academy's Online Safety Policy.

5.0 Mobile phone collection

5.1 The mobile device will be available for collection from Reception between 3.15pm and 4.00pm, unless otherwise advised. Collection arrangements may vary depending on the number of times the device has been confiscated.

5.2 The mobile device will be returned only to the student's parent/carer, who must provide appropriate identification when collecting it.

5.3 In exceptional circumstances, a parent/carer may nominate another responsible adult to collect the mobile phone from Reception on their behalf. The parent/carer must inform the student's Head of Year in advance and obtain approval prior to collection.

6. Use of mobile phones by parents/carers, volunteers and visitors

6.1 Parents are encouraged to reinforce and discuss this policy at home as appropriate, including the risks associated with mobile phone use and the benefits of a mobile free environment.

6.2 Parents/carers and visitors (including governors and contractors) must:

- not take pictures or recording of students unless it's at a public event such as Pride of Leckie and of their own child;
- use any photographs or recordings for personal use only;
- not post on social media without consent; and
- not use phones in lessons when working with students or while children are present.

6.3 Parents/carers must use the Academy Reception as the first point of contact if they need to get in touch with their child during the school day. They must not try to contact their child on their mobile phone during the school day.

7 Loss, theft or damage

7.1 The Academy accepts no responsibility for mobile phones that are lost, damaged or stolen on Academy premises or transport, during school visits or trips, or while students are travelling to and from the Academy.

7.2 Confiscated phones will be stored in the school Academy reception in a secure location.

8 Links with other policies available on our website or available upon request:

- Behaviour and Relationships policy
- Child Protection and Safeguarding policy
- Searching, Screening and Confiscations policy
- Anti-Child on Child Abuse and Bullying policy
- Online Safety policy