

Mobile Phone Policy

Expansive Learning Wigan School

2023/24

Author: Scott Roberts

Version 6

Review Date: Aug-24

1. Scope

This policy applies to all staff at Expanse Learning Wigan School (Hereafter referred to as the School).

2. Rationale

Mobile phones are now part of modern society and the majority of students will now own a mobile phone. We understand that for safety reasons students will carry a mobile phone in order to contact parents/carers after school/before school; however, mobile phones can lead to several problems in school such as bullying, disruption to lessons and inappropriate web usage. As a school, we strongly encourage our students to talk to each other and develop friendship groups at break and lunchtime, as opposed to using their mobile phones. As a result, the use of mobile phones during school hours is completely forbidden and students found using their mobile phone during school hours will be dealt with in accordance with this policy.

3. Objectives

- To clarify the school position on mobile phones.
- To ensure that staff, students and parents are fully conversant with the policy and understand the reasons for the policy.
- To support our behaviour management policy, which aims for outstanding behaviour and safety of students across the school.
- To ensure that student welfare and safeguarding incidents associated with mobile phones are minimised.

4. Guidelines

- Mobile phones must be handed in to Pastoral staff in a morning before registration. They will be placed in a plastic wallet which is clearly labelled with the student's name. The phones will then be placed in the school office for safe keeping.
- Any student seen using a mobile phone during school hours will have their phone confiscated.
- Confiscated phones must be taken to reception where the phone will be held securely.
- Parents may collect the mobile phone following the confiscation. Students are only allowed to collect the phone at the end of the school day when the phone is confiscated.
- When a student hands in their mobile phone, they must also hand in their 'Sim' card. When a phone is confiscated, parents need to be aware that there may be a time delay before the phone is able to be collected.
- After the end of day students are allowed to use their phone outside of the school grounds as they exit the site.
- Students will be allowed to use the school phone to contact home in an emergency.
- Students who persistently infringe the mobile phone policy will have an appropriate sanction applied in conjunction with home.
- Students will receive assemblies explaining the mobile phone policy and the policy will be placed on the school website for parents/carers to access.
- When issues with mobile phones exist that involve serious misuse of the phone such as transmitting images or cyber bullying, parents will be brought into school and the Malicious Communications Act will be explained to them. This states that parents are responsible for the phone and any issues resulting from the phone when it is used by a 'minor'.
- Parents/carers are reminded that in cases of emergency, the school office is the first point of contact and office staff can ensure your child is reached quickly and assisted in any relevant way. Passing on messages through school reception also reduces the likelihood of disrupting lessons inadvertently.

5. Theft or damage

The school accepts no responsibility for replacing lost, stolen or damaged mobile phones or devices if they are brought into school. Mobile phones that are found in the school and whose owner cannot be located should be handed to the school reception. The school accepts no responsibility for students who lose or have their mobile phones stolen while travelling to and from school.

6. Monitoring arrangements

This policy will be reviewed every 12 months but can be revised as needed.

Impact of non-compliance

Staff:	Disciplinary action
Student:	Not applicable
Legislation/organisational:	Reputational damage, litigation, statutory and non-regulated compliance. prosecution
Compliance lead:	Shared Services (Shared Services)
Policy Reference:	ELWS-SAFG-POL-0007_(Sep23)
Version:	6
Agreed policy location:	DatabridgeMIS and Company Webpage
Does the policy require Governor approval?	No

Approval

Prepared by Scott Roberts (Assoc. CIPD) 01/09/2023  Head of Shared Services	Approved by Tony Brown 01/09/2023  CEO	Counter Signatory Richard King 01/09/2023  Director of Schools, Pre 16 Education
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Version Control

Version	Date	Revision	Review Date
1	20/12/2018	First Issue	19/12/2020
2	01/09/2019	Policy review and transferred onto 2019/20 policy template	31/08/2020
3	01/09/2020	Policy review	31/08/2021
4	01/09/2021	Reviewed	31/08/2022
5	01/10/2022	Policy reviewed	30/09/2023
6	01/09/2023	Policy Reviewed and updated	31/08/2024