



Service Excellence Virtues Aspirations

Mobile Phone & Electronic Device Policy

Policy last Reviewed	March 2024
Reviewed by	Standards and Welfare Committee
Agreed by Trustees	March 2024
Next Review due date	March 2027

Aim:

At Seva School, we aim to ensure students and staff are clear on the expectations around the use of devices that students bring from home to allow them access to the internet, websites and social media at school. These include all devices that have the ability to record, including, but not exclusively, mobile phones, headphones, and smart watches. We do not allow any such devices to be brought into school by any pupil up to the end of Year 6. In secondary, from the start of Year 7, students can bring such devices to school, but the expectations for how they are then collected, stored and redistributed are explained in this policy.

Context:

The policy is based on Option C taken from the DfE Guidance released in January 2024. It states: *'Mobile phones to be kept in a secure location, which the pupil does not access throughout the school day. If mobile phones are brought to the school, at the start of the school day – they should be put straight into secure storage and not be accessed by the pupil until the end of the day.'*

Exemptions:

There are exceptions to the above for pupils who are issued a mobile phone or digital device for registered medical needs. For example, a pupil with diabetes might use continuous glucose monitoring with a sensor linked to their mobile phone, to monitor blood sugar levels. Medical evidence is needed to support this, and an email must be sent by a First Aid trained member of staff to all staff as part of the child's risk assessment.

There is also specific consideration given to pupils who need access to one of these devices at school because of a need registered on their EHCP or ILP as part of their SEND needs. These considerations will only be put in place through correspondence from the school's SENDCO in writing to SLT, Pastoral, Attendance and School Office staff.

Expectations:

Pupils must switch off mobile phones, headphones and smart watches upon arrival into the building and before registration.

Mobile phones, headphones and smart watches will be kept in year-group boxes and stored securely throughout the school day.

Mobile phones, headphones and smart watches will then be ready for collection at the end of the school day.

It is recommended that parents and pupils ensure phones, smart watches and headphones are protected and labelled appropriately, to reduce the risk of damage, as any damage or loss will not be paid for by the school.

Pupils will not have access to their mobile phones, headphones and smart watches during the school day.

Risk of loss or damage will not be considered as a reason to not hand in the listed devices.

Staff members are not authorised to store any of the devices listed in any place other than the labelled year group boxes kept in a secure place in the school.

Staff confiscating any of the devices during the school day will email the Pastoral Team and School Office with the details of the pupil and the device including the reason and date of confiscation. They will then give the device to the School Office staff, who will place the device in a labelled envelope, with the details provided in the email, along with the date confiscated and the date to be returned. The device will only be returned to the pupil at the end of the next school day.

Any refusal to hand in a device to a member of staff on request, will result in a 1-day suspension and the device will not be returned until the end of the day the reintegration meeting takes place.

Pupils must not have access to their mobile phones, headphones and smart watches during test or exam situations.

Searches:

A search may have to be conducted in the event of a pupil being suspected of hiding a device. The principal, DSL and SLT staff have a 'statutory power' to search pupils for prohibited items. (Reference to this is made on Pg 10 of the DfE Guidance link provided at the end of this policy) During a search, bags and coats will be checked. Pupils may also be scanned with a metal detector. If a device is found this will result in a 1-day suspension.

If a pupil refuses to be searched, their parent/carer will be called into school, and they will be isolated from their lesson until the parent/carer arrives. The parent/carer will be given the opportunity to ask for the device and to hand it in on behalf of their child. A C4 will be issued. Any refusal to be isolated whilst waiting for their parent/carer to arrive will result in a 1-day suspension.

Communication:

If a parent/carer needs to contact their child during the school day, they must go through the school office on either 024 7798 7619 and/or email school.office@seva.coventry.sch.uk and/or email their child's form tutor or class teacher. If a child needs to contact their parent/carer they must request this from their Class teacher or Form tutor, who will supervise them. The calls would be made from the school office using the contact details available to the school from the Data collection sheets completed by the parent/carer and uploaded to the school's database. We strongly advise parent/carers to regularly update their data collection sheets with any changes as soon as possible through emailing our Admissions and SIMS Manager c.smith@seva.coventry.sch.uk. Calls regarding medical or attendance matters will be made by the relevant staff on behalf of the pupil.

DfE Guidance Reference Document:

Mobile phones in schools: Guidance for schools on prohibiting the use of mobile phones throughout the school day (February 2024)

https://assets.publishing.service.gov.uk/media/65cf5f2a4239310011b7b916/Mobile_phones_in_schools_guidance.pdf