

Shireland Collegiate Academy Trust Policy

Mobile Phone Policy

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Officer Responsible	CEO of the Trust

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1. Policy Purpose

Shireland Collegiate Academy Trust is committed to maintaining a safe, calm and focused learning environment across all schools. The use of mobile phones and similar devices can present safeguarding risks, distractions, online harms, and interruptions to learning. It ensures a consistent approach that aligns with the Trust's safeguarding responsibilities, digital citizenship aims and statutory guidance.

This policy sets out a **Trust-wide, consistent approach**, aligned with the **DfE Mobile Phones in Schools guidance (updated in January 2026)** and the Trust Behaviour Policy's expectations for mobile phone use.

2. Aims

Mobile phones present risks to:

- **Safeguarding:** unfiltered internet, messaging, photo/video capture, cyberbullying
- **Learning:** distraction, reduced focus, notification dependency
- **Wellbeing:** social pressure, online harms, sleep disruption
- **School culture:** disruption, conflict, incidents captured/shared online

Restricting phones supports:

- Calm corridors and classrooms
- Improved mental wellbeing
- Positive relationships
- Greater engagement in learning and social interaction

3. Scope

This policy applies to:

- All students in all year groups
- Sixth Form students (localised arrangements permitted but must align with core Trust principles)
- All mobile phones, smart watches, wireless earbuds/headphones, tablets, and any device capable of messaging, recording, photographing, videoing or accessing the internet

4.Trust-Wide Mobile Phone Standard

Non-negotiable rule across all S-CAT schools:

From the moment a student enters the school gates until the moment they exit, mobile phones and personal devices must not be accessible.

- **They must not be brought in or**
- **Switched off,** and
- **In their bag,** not in pockets, hands, or clothing

To support this, form tutors will issue students with a reminder each morning during form time (Secondary Academies).

This includes:

- Before school
- Between lessons
- Break and lunch
- After-school detentions or interventions
- Internal exclusion or reflection spaces

These expectations are consistent with the Trust Behaviour Policy requirements.

5.Secondary Procedures

These procedures are specific for our Secondary settings at S-CAT

5.1. Confiscation & Sanctions

The following breaches will result in confiscation:

- Phone is **on their person** rather than in their bag (whether on or off)
- Phone is **seen or heard**, even if not being used
- Phone is **in use**, including listening to audio, texting, calling or recording
- A student is **seen handling another student's device**

5.2. Sanctions following confiscation

- Device will be confiscated and held in school
- Parent/carer is contacted
- Student is issued with a detention

- Device collected by parent/carers from reception

5.3. Repeat Confiscations

Schools may apply:

- Extended confiscation (e.g., until end of week)
- Daily hand-in on arrival – this may include students having to place their phones in a mobile phone pouch so it is inaccessible to them for the school day.
- Additional sanctions in line with the Trust Behaviour Policy

5.4. Refusal to hand over a device

Refusal is treated as **defiance** and will result in a formal sanction, including possible suspension depending on severity.

5.5. Searching, Screening & Safety

Searches and confiscations will follow the **Trust Behaviour Policy** and the **DfE statutory guidance on searching, screening and confiscation**:

5.6. Exceptions

Exceptions may include but will be at the discretion of the Principal/Behaviour Lead

- **Medical needs** documented in an EHCP or health plan
- **Specific SEND support** where technology is essential
- **Assessment access arrangements**, where approved

Any exception must be:

- Risk assessed
- Approved by the school's senior leader
- Reviewed termly

5.7. Sixth Form Arrangements

Sixth Form may have a differentiated approach, provided:

- Phones are not used in main school spaces
- Phones are used responsibly in Sixth Form areas only
- Their policy is published and communicated clearly

The core Trust principle—**no disruption to learning or safeguarding**—still applies.

5.8. Academy Visits/trips

Whilst on visits and/or trips, the expectations around the use of mobile devices are the same as when students are in school.

There will be times where staff leading the visit will allow students to use their device, for example to communicate regarding the time they expect to return to school site. These exceptions will be at the discretion of staff.

5.9. Communication with Parents & Carers

Parents should:

- Ensure their child understands the policy
- Support confiscation outcomes
- Avoid contacting students directly during the school day
- Communicate emergencies via school reception

The policy will be:

- Displayed on Trust and school websites
- Issued annually to families
- Shared with students during induction and at the start of each year

5.10. Staff Responsibilities

All staff must:

- Challenge phone use consistently
- Apply the policy without exception
- Log incidents according to school process
- Model expectations
- Report any safeguarding concerns immediately

5.11. Monitoring & Review

The Trust will:

- Monitor confiscation trends
- Evaluate consistency across academies
- Review the policy annually or following changes to DfE guidance

- Provide training and support to staff

6.Primary Procedures

These procedures are specific for our Primary settings at S-CAT

6.1. Eligibility to Bring a Device

Only two groups of pupils may bring a mobile phone into school:

1. Year 5/6 pupils who have parental permission to walk home independently
2. Pupils with specific medical needs, such as those requiring a mobile phone to operate a prescribed Continuous Glucose Monitoring system

No other pupils should bring a mobile phone into school.

6.2. Safeguarding and Digital Citizenship

Through the Computing and PSHE curriculum, pupils are taught:

- Safe and responsible use of technology
- Risks associated with mobile phones, online communication and digital content
- How to protect themselves in an increasingly connected world

With the exception of Year 5/6 pupils or those with specific diagnosed medical needs, who may bring a phone under agreed circumstances, mobile phones are not permitted in our primary schools.

6.3. Parental Consent Requirements

A single combined parent/carers consent form is required for any Year 6 pupil authorised to bring a device.

This form will:

- Outline expectations for safe storage and use
- Secure parental agreement to Trust procedures and conditions

6.4. Pupils with Specific Medical Requirements

A pupil may bring a mobile phone only when it is medically essential and forms part of their agreed healthcare plan.

6.5. Procedures for Year 6 Pupils Bringing Mobile Phones

When a permitted device is brought to school:

- It must be handed to the class teacher immediately upon entering the classroom
- It will be stored securely during the school day
- It will be returned at home time
- It must not be used on the playground or school site before school begins
- The school cannot accept responsibility for any loss, damage or malfunction of a mobile phone brought into school, even when stored according to procedures.

6.6. If a Mobile Phone is Found or Used Inappropriately

If a pupil is found with a mobile phone outside the permitted conditions:

- The mobile phone will be confiscated to keep children safe and to ensure they are not exposed to online risks while in school. This approach helps us maintain a secure and distraction-free environment for all pupils.
- Parents/carers will be contacted to collect the mobile phone.

6.7. Repeated incidents may lead to:

- Parent meetings with a member of the leadership team
- A ban on the individual pupil bringing a mobile phone
- Sanctions in line with the school Behaviour Policy

6.8. Communication with Parents

Parents/carers must:

- Ensure their child understands they may only bring a mobile phone if they are Year 6 **and** walking home independently
- Support the **no-possession rule** and confiscation procedures

Schools will provide clear guidance to families ahead of Year 6 transition.

6.9. Monitoring and Review

Schools will monitor device-related incidents to ensure safeguarding oversight.