



SANDWELL ACADEMY



Mobile Phone Policy

Student Use

May 2025

Policy Title:	Student Use of Mobile Telephones
Policy Reference:	Sandwell Academy / Student
Description:	This document sets out how the Academy expects students to use mobile telephones
Status:	Non-statutory
Category:	Academy / Student
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Other relevant SA policies:	ICT, mobile phones and internet acceptable user policy
Adopted by the Governing Board on:	
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Change Record		
Version	Date	Description
1.1	January 2024	
1.2	September 2024	Updated confiscation of mobile phones following police recommendations and advice
1.3	May 2025	Bromcom replaced by Class Charts Reference to DfE guidance on mobile phones Changes to consequences

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Purpose

Our policy is in place to ensure a safe, respectful, and disruption-free learning environment by regulating the use of mobile phones during the school day to ensure that they do not interfere with teaching and learning at the Academy.

Core Principles

At Sandwell Academy mobile phones are not required during the school day and we prioritise face-to-face interaction, focused learning, and safeguarding. We acknowledge that many students carry phones for emergencies and for safe travel to and from school; however, phones can be used inappropriately and are potentially targets for theft and bullying.

Student Expectations

The UK Department for Education (DfE) has issued guidance for schools in England regarding mobile phone use. This guidance aligns with The Academy's stance that mobile phones are **"never used, seen or heard"**.

This means:

- Mobile phones should be *switched off* as soon as students enter the grounds of Sandwell Academy and remain off throughout the whole school day, including Session 3.
- Mobile phones must be kept in student rucksacks or in their zipped blazer pocket.
- No calls, messages, music, games, or social media use at any time during the school day.
- Phones must not be used during Personal Tutor (PT) time, breakfast, lunchtimes (including on the hard play), or between lessons/during transition.
- The phone is the student's responsibility.

In the case of emergency, students should either ask their PT or teacher use an Academy phone, or go to student reception, where a phone will be made available to them.

Consequences and Follow Up

In the event of a mobile phone being '**used, seen or heard**', the following action will be taken:

Stage 1: First Offence

- The phone is confiscated by the member of staff.
- Phone will be taken Welfare Hub and stored securely in the safe.
- The student can collect the phone at the end of the school day from the Restaurant.
- A log will be added onto the student's Class Charts record.
- Parents/carers will receive a notification, by email, of this confiscation event from Class Charts.
- The student is issued a 30-minute conduct review.
- The student will be given a reminder of the mobile phone policy by their PT.

Stage 2: Second Offence

- The phone is again confiscated and kept in the Welfare Hub Safe.
- This will be logged on a student's Class Charts record.
- Parents/carers will receive a notification, by email, of this confiscation event from Class Charts.
- A parent/carers is contacted, by the student's Personal Tutor, and informed of the repeated breach.
- The student is issued a 60-minute conduct review.
- The mobile phone will need to be handed into Welfare Hub daily, for an agreed period of time.

If there is a delay in availability for the conversation to take place, the phone will need to be submitted to the Welfare Hub at the start of each day until the conversation can take place. For reasons around personal safety, students may collect their phone at the end of the day to assist them on their journey home. Should parents/carers wish to, they may request that the phone remains in the safe until they have spoken to the Personal Tutor.

Stage 3: Third Offence

- Phone will be confiscated again and kept in the Welfare Hub Safe.
- This will be logged on a student's Class Charts record.
- Parents/carers will receive a notification, by email, of this confiscation event from Class Charts.
- Parents/carers will be required to attend an in person meeting with their child's Head of Year to discuss this continued disregard of Academy policy.
- The student will spend 1 day in the Academy Reflection Hub.
- The student will not be permitted to bring their mobile phone to the Academy, alternatively it will be handed into Welfare Hub daily.

If there is a delay in availability for the meeting to take place, the phone will need to be submitted to the Welfare Hub at the start of each day until the meeting can take place. Should parents/carers wish to, they may request that the phone remains in the safe until they have met with the Head of Year.

Trips/Visits

When on a school trip/visit the use of a phone is only allowed with the permission of the member of staff in charge. The member of staff in charge will ensure that the educational experience is not disrupted by the presence of mobile phones and will consider prohibiting or restricting their use

Appropriate Use

If a member of staff has any suspicion that a mobile phone has unsuitable material stored on it, students will be required to hand over the phone to a member of staff and parents/carers will be asked to collect it from a senior member of staff. This concern should be raised with the safeguarding team immediately.

Staff do not need to view any unsuitable material on the phone unless they have cause to do so. The child should be able to describe what is in the video or image so the information can be logged e.g., who is in the video, what is happening.

When parents/carers are collecting a mobile phone, a meeting may need to take place. During this meeting, the student or parent/carer may be asked to access the phone's content. In circumstances where there is suspicion that the material may provide evidence relating to a criminal offence, the phone may be handed over to the police for further investigation. Parents/carers will be invited to discuss the matter with the Headteacher and a police representative as the issue may put the student's place at the Academy in question.

If a mobile telephone is confiscated from a student, they will not be allowed to remove the SIM card – this is classed as part of the mobile phone.

Mobile phones should not be used to take photographs or videos anywhere in Sandwell Academy or the area immediately outside the Academy or on the Academy coaches. Abuse of this Academy protocol will result in disciplinary action.

Any attempts to post written comments, video or photo images on any websites which leads to bullying or humiliation of students or staff, or which discredits the Academy, will result in disciplinary action.

Advice on the safe use of Mobiles

We advise all students at the Academy that:

- They should not share their phone number with people they don't know, especially via social networking sites.
- If they receive a text which upsets them, they should not to reply, to keep a record of the message and tell a trusted adult asap e.g., Personal Tutor, Welfare Team etc. In serious cases students can report it to the police.
- If they receive a rude or embarrassing image about someone, they must not forward it to others and they must report to an adult.
- Taking, sharing, using, storing and showing sexual images of other young people is harassment and is illegal. If you receive something like this report to an adult immediately and delete from your phone.
- They must ask permission before taking a picture or recording their friends and think before sending it on. Once sent, you have no control of where it ends up.

For health and safety reasons, please note it is not permissible to charge your mobile phone in the Academy.