



All Saints' Catholic Academy Policy Document

Galatians 5:22-23: "God's Spirit makes us loving, happy, peaceful, patient, kind, good, faithful, gentle, and self-controlled. There is no law against behaving in any of these ways."

Approved by	Approval date	Review Date
Governing Body	July 2023	July 2024
Governing Body	July 2024	July 2025
Governing Body	September 2025	September 2026

Rationale

Mobile phones have changed day-to-day life for almost everyone in the country in the past 30 years. Mobile phones and smart technology open up a wondrous sense of opportunity, and they have in many ways made our lives much better. But there is no place for them in schools.

We believe that these devices can be detrimental to otherwise calm and structured learning environments. We have considered the learning that is lost when pupils are distracted by these devices – not to mention the issues caused by social media and other applications.

We firmly believe that a policy against the use of mobile phones and smart technology is the best way for All Saints' Catholic Academy to eliminate the disruption that mobile phones can cause. Therefore staff, parents and students need to be clear that for pupils in Year 11 or below mobile phones should not be used, seen or heard at any point, anywhere on the school site. Breaches of this rule, without expressed permission in exceptional circumstances, will be sanctioned in line with this policy.

Key Stage 5 students should only use their mobile phones in their designated 6th Form area and not in public areas.

Please note that the policy is ratified by the Local governing Body, supported by the Trust legal team and is linked to the Department for Education Behaviour in School document September 2022.

Key information

Mobile phones have no place in school. Students in Years 7 to 11 are not permitted to use mobile phones on the Academy site.

The Academy recognises that some students may need to carry a mobile phone/electronic equipment on their way to the Academy but they **do not** need it with them during the academy day. Parents can contact their children in an emergency on 01623 474700. Students who need to make emergency calls can do so by asking a member of the reception staff or Year Progress Leader.

Phones should be turned off as students enter the Academy gates. The phone/electronic equipment should be handed in to reception on arrival into the Academy and collected from the dining room at the end of the day.

The Academy accepts no responsibility for the security of mobile phones/electronic devices or other items and valuables (jewellery, money etc) brought into school and not handed in to reception.

Members of staff will not investigate missing phones, electronic equipment, valuables.

Failure to comply with this policy

If a student fails to hand the phone/electronic equipment in and it goes off or is seen by a member of staff it will be confiscated and the student will be issued with a sanction. Please see the graduated response in Appendix 1 of this policy for specific details.

Any refusal to comply with this reasonable request will result in referral to the Senior Leadership Team for an appropriate sanction to be issued, which could include time in isolation.

Due to the fact that mobile phones and other personal electronic devices are prohibited items during the academy day, staff may search a student or their possessions without consent if it is reasonably believed that they have such items in their possession. (Please see Searching and Confiscation policy for further information).

If a student has a mobile phone/electronic device in their possession, it will be assumed that this is their property and this policy will be applied accordingly.

The use of mobile phones to take photos, make videos and upload to social media and will be viewed as a serious offence under this policy, which could lead to a Fixed Term Suspension.

Exemptions

Should a student require the use of mobile phone technology to manage medical conditions e.g. Type 1 diabetes, Bluetooth hearing aids etc, this will be allowed and the student will have a permission note in their planner. These arrangements are agreed with individuals as appropriate in consultation with parents and the Year Progress Leader.

Visitors

All visitors to the school should refer to Appendix 2.

Temporary phones

We do have a limited number of spare mobile phones in school. We appreciate that some students may have circumstances when they need to communicate with parents for their safety or safeguarding purposes. We can loan these phones to students in exceptional circumstances and they are to be used for vital communications only.

Appendix 1 - Mobile phones				
Situation	1st Offence	2 nd Offence	3 rd Offence	4 th and beyond
Mobile phone seen by accident e.g. falls out of a student's bag.	Phone confiscated but handed back at the end of the day. Level 2 detention issued	Phone confiscated but handed back at the end of the day. ML detention issued	Phone confiscated and kept overnight. Handed back to student. SLT detention issued	Phone confiscated and kept overnight. Handed back to parents. 1 day referral room
Mobile phone heard indirectly e.g. alarm goes off, an incoming call.	Phone confiscated and kept overnight. Handed back to student. Level 2 detention issued	Phone confiscated and kept overnight. Handed back to student. ML detention issued	Phone confiscated and kept overnight. Handed back to parents. SLT detention issued	Phone confiscated and kept overnight. Handed back to parents. 1 day referral room
Mobile phone used in school to text/call/share footage* or mobile phone is seen.	3 school days confiscation. Handed back to student. SLT detention issued	5 school days confiscation. Handed back to student. 1 day referral room	5 school days confiscation. Handed back to parents. 2 days pre exclusion	5 school days confiscation. Handed back to parents. 3-5 days Fixed Term Suspension
Mobile phone used in school to take photos/video. (Outside of lessons and not posted)	5 school days confiscation. Handed back to student. 1 day referral room	5 school days confiscation. Handed back to student. 2 days pre exclusion	5 school days confiscation. Handed back to parents. 3-5 days Fixed Term Suspension	5 school days confiscation. Handed back to parents. Fixed term suspension longer
Mobile phone used in school to take photos/video. (Outside of lessons and posted online)	5 school days confiscation. Handed back to student. Pre exclusion 3-5 days	5 school days confiscation. Handed back to parents. Fixed term suspension 3-5 days	5 school days confiscation. Handed back to parents. Fixed term suspension 5 days	5 school days confiscation. Handed back to parents. Fixed term suspension longer
Mobile phone used in school to take photos/video (in lessons). Could be posted online.	5 school days confiscation. Handed back to parents. Fixed term suspension 3-5 days	5 school days confiscation. Handed back to parents. Fixed term suspension 5 days	5 school days confiscation. Handed back to parents. Fixed term suspension longer	5 school days confiscation. Handed back to parents. Headteacher to decide next steps

The information provided is to be used as guidance, the Senior Leadership Team may use their professional discretion as and when required. This may signify a change to the above responses.

All incidents as listed above will also involve reflection and could involve work with our online safety officers / police liaison officer to encourage reflection and understanding of the actions taken. The police could be contacted in some circumstances.

Please note the length of time the phone is confiscated does mean that mobile phones / electronic devices could be kept over the weekend.

*If the sharing of footage is of an inappropriate nature or is discriminatory towards a person's protected characteristics as defined in the Equality Act 2010, this may lead to a fixed term suspension.

Appendix 2 - Visitors

All Saints' Catholic Academy prides itself on maintaining high standards in terms of its Safeguarding obligations. In order to support this aim and objective, please read carefully the following guidance.

Use of mobile phones in our school.

- Please keep your mobile phone on silent/vibrate while on the school grounds.
- Please do not use phones where pupils are present. If you must use your phone, you may go to the staffroom located in the Main building.
- Do not take photographs or recordings of pupils unless you are directed to do by a Senior Leader
- Do not use your phone in lessons, or when working with pupils.
- If you have any safeguarding concerns, please these to a Designated Safeguarding Leader or a member of reception.
- If you are a supply teacher, please refer to the information provided and ensure that the rules pertaining to children's use of mobile phones are strictly adhered to.

The school accepts no responsibility for phones that are lost, damaged or stolen while you are on the school grounds.

Appendix 3 – Instructions for staff

If a member of staff sees or hears a mobile phone, it should be confiscated from the student **regardless of the situation**. Staff should not mention number of days/sanctions and let the student know they will be informed during the day.

The member of staff should take to L Scott in the General Office as soon as possible to lock in the safe.

L Scott will log the incident on the tracker, consult with S Corner about the number of days for confiscation and any further sanctions e.g. detentions, isolation will be issued as per the graduated response.

A note will be sent via the Ambassador to let the student know the number of days for confiscation and when they can collect the mobile phone.

The member of staff will be emailed by L Scott to let them know the outcome of the confiscation and the sanction. This will allow the member of staff to make the phone call to parents/carers.