KING EDWARD VI FOUNDATION BIRMINGHAM

Educational excellence for our City

KING EDWARD VI ACADEMY TRUST BIRMINGHAM

Mobile Phone Policy

Responsible Board/Committee	Local Governing Board
Policy Type	School Policy
Statutory	Yes
Publish Online	Yes
Last Review Date	July 2026
Review Cycle	Annual This policy will not expire but will be reviewed as per its designated cycle. This policy remains effective whilst the review is taking place and will only become non-applicable once the updated version has been approved.
Next Review Date	July 2027
Version	1
School	King Edward VI King's Norton School for Boys
School Policy Owner	D Clayton
SGB Approval Date	31/07/2026

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1. Introduction

1.1. King Edward VI Academy Trust Birmingham's ("the Trust") strategy is aimed at creating a culture with high expectations of behaviour and establishing calm, safe, and supportive environments conducive to learning across its academies. This policy outlines the requirement that pupils will not have access to a mobile phone during school time. In drawing it up, the Trust has considered the Department for Education's statutory guidance on mobile phones.

1.2. This policy should be read in conjunction with the Trust's behaviour policy, safeguarding and child protection policy, online safety policy, SEND policy, supporting pupils with medical conditions policy and acceptable use of IT policy, all of which can be found on the Trust's website. It will be reviewed annually by the board of trustees.

2. Aims and objectives

2.1. By establishing a mobile phone-free environment, the Trust and its academies aims to:

- Maximise the quality of teaching and learning by removing digital distractions during the school day.
- Reduce the risks associated with mobile phone use, including loss of focus in lessons, classroom disruption, and an increase in bullying.
- Protect the wellbeing, mental health, and online safety of all pupils and staff.
- Provide an ethos and environment within which everyone feels safe.
- Safeguard pupils from harmful online content, exploitation, and child-on-child abuse facilitated through mobile devices.
- Encourage pupils to see a mobile phone-free environment as desirable and valuable, creating intrinsic motivation to support the school culture.
- Support staff in consistently enforcing expectations and modelling responsible behaviour around technology.
- Comply with the Trust's legal duties, including under the Equality Act 2010 and the Children and Families Act 2014.

3. Application of policy

3.1. References to mobile phones in this policy should also be taken to refer to other communications and smart technology which the school has decided to include, including smart watches, wireless earbuds connected to a mobile phone, and any other device with the ability to send and/or receive notifications or messages via mobile phone networks or the ability to record audio and/or video. The school approach is simple, if the additional device requires the mobile connection that it does not need to be handed in. However, if the device can access the internet and receive and send messages without the support of a mobile phone it should be handed in for secure storage at form time.

3.2. This policy applies to all pupils on roll. It also applies to all adults on site, including staff, governors, and volunteers, in so far as the provisions concerning role modelling apply (see section 4.4). It applies:

- On the School premises during the school day, including during lessons, the time between lessons, breaktimes, and lunchtime.
- On School-organised trips and residential visits (see also section 9).
- In any context where a pupil is wearing School uniform or is otherwise identifiable as a pupil of the school.

4. Roles and responsibilities

4.1. All members of the Trust community are expected to follow this policy and treat one another with dignity, kindness, and respect. Roles, responsibilities, and expectations of each section of the Trust community are set out in detail below.

4.2. Board of trustees

The trustees will work with the central team and the school's senior leadership team to set the ethos and a set of core values that promote high standards of expected behaviour from pupils attending its academies. Trustees will monitor and evaluate the impact of the policy and will hold the CEO and Headteacher to account for its implementation.

4.3. The chief executive officer

The CEO will ensure that this policy is applied consistently across the academies within the Trust and will report back to the trustees on educational outcomes, behaviour management, support strategies, and early intervention for pupils requiring additional support.

4.4. Headteacher

The Headteacher, with support from their senior leadership team, will ensure that staff are supported and up to date with policy changes. They will monitor how staff implement this policy to ensure sanctions are applied fairly and consistently, and that searches are carried out lawfully.

4.5. Staff

All staff will:

- Consistently enforce this policy in a fair, proportionate, and non-discriminatory manner, taking account of any adaptations or reasonable adjustments agreed for individual pupils.
- Staff should not use their own mobile phone for personal reasons in front of pupils throughout the school day. This will empower staff to better challenge pupils to meet the School's expectations and effectively enforce the prohibition of mobile phones throughout the school day.
- Confiscate mobile phones and devices in accordance with section 6 of this policy where a pupil breaches this policy.
- Record all confiscations and sanctions in accordance with the school's behaviour recording system – Arbor.
- Make reasonable adjustments for disabled pupils, as required.

4.6. Parents

Parents have an important role in supporting the school's policy on prohibiting the use of mobile phones. Parents are expected to:

- Support the school in the application and enforcement of this policy.
- Where they need to contact their child during the school day, contact the school office rather than the pupil's mobile phone directly, where staff will be aware of the school's policy on relaying messages and facilitating contact.
- Inform the school in writing of any medical condition, disability, or other exceptional circumstance that may require their child to access a mobile phone during the school day (see section 8).

4.7. Pupils

All pupils are expected to:

- Comply with the approach set out in section 5 of this policy.
- Not use or display a mobile phone or device covered by this policy during the school day, unless expressly authorised to do so under an agreed adaptation (see section 8).

- Understand the risks associated with the use of mobile phones, both in school and more broadly, including loss of focus in lessons, classroom disruption, and an increase in bullying.
- Hand over a device immediately when asked to do so by a member of staff.
- Not attempt to circumvent this policy, including by concealing a device or passing it to another pupil.

5. Prohibiting use

5.1. Phones can be brought to school as long as they are powered down and pout away before entering the main school site (gate to gate). If a student decides to bring his mobile phone, then he is accepting that it needs to be handed in at form time and secured throughout the school day.
Pupils may bring mobile phones or devices within the scope of this policy onto school premises but must secure them in an allocated locker for their form group at the start of the school day. Phones must remain secured throughout the entire school day, including during lessons, the time between lessons, breaktimes and lunchtime.

5.2. When students attend their form group they should hand mobile phones to their form tutor. The phone will be placed in a secure box. A phone space in the form box has been allocated to each member of the form group for easy and safe identification of phones. The form phone box will then be transferred down to a secure room for safe keeping throughout the day. At the end of the day, the phone box will come back to the form room and the form tutor will unlock the secure box and hand them back to students. Students should put them away immediately until they have left the school premises, at which point you can power them back on.

5.3. Students who arrive late to school after registration will sign in at the allocated space as normal and will then hand their phone to the late team who will secure the phone in a phone box until the end of the school day. It can be collected from the hall after school.

5.4. Any phone which is seen or heard during the school day, including vibrating, ringing, or being physically handled outside the locker or designated hand-in point, will be confiscated immediately in accordance with section 6.

5.5. Students who need to leave school early for an appointment, must let the reception know, preferably prior to leaving, reception will organise the collection of their phone and hand it back to the student when leaving.

5.6. If a parent/guardian needs to contact their son during the day they should ring reception 0121 628 0010. If a student needs to speak to someone, they should see a member of the pastoral team for support.

5.7. The school accepts no responsibility for mobile phones or similar devices brought onto school premises. This includes any loss, theft, or damage that may occur. Pupils and parents/carers bring mobile phones to school entirely at their own risk.

6. Sanctions & confiscation

6.1. Schools can use a range of sanctions for breaching the mobile phone policy appropriate to their context, including confiscation, detention, and suspension, as set out in the school's behaviour policy. All sanctions will be proportionate to the circumstances, and due consideration will be given to the pupil's age, any SEND, and any agreed adaptations under section 8.

6.2. <u>Immediate response</u>
If a phone is seen or used during the school day, it will be confiscated and stored securely. The phone will be returned to the student at the end of the same school day. A behaviour

log entry should be made by the confiscating member of staff including a deduction of 20 SDfL points.

6.3. Failure to comply
If a student refuses to comply with the confiscation, then this will be escalated to their Head of Year (or a Senior member of staff). If this refusal continued, then the student will be removed to the Reflection Room and ultimately will result in a suspension.
Please note that a refusal to engage with a screening for a banned item would be considered as a failure to comply. (See section 7). It is stated in our behaviour policy that the suspicion of a student having a banned item can result in a screening. This is in line with DfE screening guidance.

6.4. Safeguarding Concerns
Where unauthorised phone use causes concerns (e.g., bullying, illegal content, images) the designated safeguarding lead will be informed immediately and the device maybe retained as evidence while external agencies are consulted.

6.5. Persistent non-compliance
For persistent non-compliance (repeated refusal), the Head of Year (or member of SLT) will require the phone to be handed in to them daily. Continued non-compliance will prompt formal disciplinary action in line with the behaviour policy.

7. Screening and Searching

7.1. The Headteacher and staff authorised by them have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item, or any item identified in the school rules as an item that may be searched for. Details are set out in the school's behaviour policy, however, mobile phones and similar devices within the scope of this policy are identified as banned items that can be searched for.

7.2. Students who do not bring a phone in to school should inform their form tutor that you do not have a phone. There will be random checks throughout the day of students that say they do not have a phone.

8. Adaptions and reasonable adjustments

8.1. Whilst the school prohibits the use of mobile phones throughout the school day to reduce distraction and disruption; we will consider and make reasonable adjustments where necessary under the Equality Act 2010. (e.g., students who require their phone for medical needs purposes)

8.2. There may be other exceptional circumstances where adaptations to this policy for specific pupils may be made, however, these are expected to be genuinely exceptional. The school would aim to support children with additional needs so that they can comply with the requirements of the school mobile phone guidance. This section does not provide an exhaustive list of exceptional circumstances, and the school will assess each case on its own merits.

9. Outside of the school day

9.1. Where pupils are taking part in school-organised activities outside the normal school day on or off school premises (such as after-school clubs or school trips), phones should be switched off and in student bags, unless the member of staff leading the activity has expressly confirmed otherwise for a specific and legitimate purpose.

10. Complaints and review

10.1. If parents have any concerns or complaints over the application or implementation of this policy, they should raise their concerns with a staff member or the Headteacher in the first instance.

10.2. Any parent who believes that this policy has been applied unlawfully, or that a reasonable adjustment has been wrongly refused, may raise a complaint through the Trust's complaints procedure.