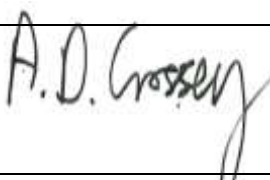


MOBILE PHONE POLICY FOR STAFF & STUDENTS



NAMED PERSON:	Mrs Emma Curtis Assistant Headteacher
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Last Review Date:	September 2026
Review Cycle:	2 Years
Next Review Date:	September 2028

Mr Andy Crossey Chairman of Governing Body
Signed: 
Date: September 2026

Introduction:

This policy outlines the acceptable use of mobile phones at The Buckingham School. The need to have a robust policy around mobile phone usage, ensures that both adults and students are safeguarded and that the use of mobile phones are kept to a minimum on site and place no member of the community in a vulnerable position. At The Buckingham School we recognise the vulnerability of our students and the potential for exploitation and abuse through the inappropriate use of mobile phones. We take steps to ensure that our safeguarding procedures are robust.

The Policy aims to:

- Illustrate a shared understanding of and adherence to the policy by all stakeholders and visitors (including contractors, kitchen staff, mid-day cleaners) and ensure increased vigilance.
- Increase the awareness of all staff (including students on placement, volunteers and those from Supply Agencies) is raised in their role of safeguarding in all areas of school life.
- Ensure a secure environment in which students (and their families) are protected from the risk of images being recorded and used/stored for inappropriate purposes and make sure that students receive the undivided attention of adults at all time

Key principles which underpin this Policy:

- The safeguarding of students is of paramount importance
- Every staff member is accountable for the safeguarding of our students
- All students have a fundamental right to be protected from harm
- Every child has a right to be valued as an individual and treated with dignity and respect

Staff - Acceptable Use:

As recommended by the 'Mobile phones in schools' guidance by the DfE (Feb 2026), Schools should be 'mobile phone-free environments by default'.

Staff should ensure that their use of mobile phones maintains public confidence in their professionalism. Personal use of mobile phones should be limited to designated break times and staff-only areas. Staff must avoid situations where pupils, parents, or visitors could reasonably conclude that personal mobile phone use is taking precedence over teaching, supervision, safeguarding, or other professional responsibilities.

A useful test for staff is:

"If a pupil, parent, governor, or visitor saw me using my phone at this moment, would they reasonably understand that it is for a professional purpose?"

Staff may be seen using a mobile phone when:

- Contacting emergency services or responding to an emergency situation.
- Contacting school office to ask for support when 3CX has not worked or the situation is urgent
- Using a school-approved app or system for educational purposes when the internet/school device is not working sufficiently e.g. taking registers on Edulinkone
- Checking work emails or messages related to school business during non-teaching time.
- Contacting parents, carers, colleagues, or external agencies on authorised school business.
- Managing a medical condition that requires the use of a mobile device (e.g., monitoring blood glucose levels).
- During break times, lunch times, or non-contact periods in staff-only areas.
- Following instructions from senior leaders during an emergency, lockdown, or critical incident.

Inappropriate Use of Mobile Phones by Staff

Staff should not be seen using a mobile phone when:

- Supervising pupils unless the use is directly related to their professional duties.
- Teaching a lesson where phone use is unrelated to the learning activity.
- Walking around school while engaged in personal calls, texting, or social media.
- During meetings, assemblies, performances, or school events unless required for an authorised purpose.
- In corridors, playgrounds, dining halls, or other pupil areas for personal use.
- Taking personal photographs or videos of pupils.
- Communicating with pupils through personal phone numbers, messaging services, or social media accounts.
- Making or receiving personal calls during lessons or while responsible for pupils, except in exceptional circumstances.
- Recording conversations with colleagues, parents, or pupils without authorisation.

Staff members (including volunteers and students on placement) may bring mobile phones onto the school site on the understanding that:

- 1.1 When used during school hours around students, it is to contact staff to gain support.
- 1.2 All private phone calls should be made in areas that support confidentiality such as the staffroom, office spaces or when no students are present.
- 1.2 Staff may use their phone at any point in the day when not teaching providing it is in a private location and its use does not interfere with their duties.
- 1.3 When off-site, designated members of the group will have a mobile phone available for emergency contact with the school, with each other or with the emergency services. In this context phones will not be used to make or receive personal calls.
- 1.4 Personal mobile phones must not be used to take photos of students except in very exceptional circumstances. Permission from a senior leader must be sought and granted in advance and the image erased as soon as possible, in the presence of a work colleague.
- 1.5 Teachers who use a personal mobile phone, outside of the school day, to exchange information with parents must do so with *extreme caution*. Teachers are strongly discouraged from doing so.
- 1.6 Members of SLT at times may be contacted via their phone whilst around school. In the case of emergencies/fast moving situations (e.g. the need for suspension) contact is acceptable through phones, any time, anywhere
- 1.7 Staff may use their phones in the event of an emergency e.g. contacting reception or in a family emergency.

The above information is shared with new staff members as part of the induction process.

Visitors (including parents, professionals, contractors):

- 2.1 Visitors *may* bring mobile phones on to the school site but are expected to switch them off and not use them for the duration of their stay. This expectation is outlined in the safeguarding documentation that can be viewed at front reception upon arrival.
- 2.2 Visitors found to be using their phones in contravention of this guidance will initially be reminded of the policy and ultimately asked to leave.
- 2.3 All visitors should make themselves aware of the mobile phone policy when they arrive and ask for clarification if required.
- 2.4 Parents will also be made aware of this through the new admissions documentation, school newsletters, letters inviting parents to annual review meetings, mailings, emails)

It is the responsibility of all staff members to exercise vigilance at all times. They should raise concerns as soon as possible, either directly with the person who is contravening expectations, or by reporting the incident to a senior leader/DSL as soon as possible after the event.

In the event that you have a concern a member of SLT or the DSL team should be contacted immediately and the concern reported. Details surrounding reported incidents will be investigated and action taken accordingly. If a staff member is found to have contravened policy expectations the matter will be dealt with as a disciplinary matter.

Year 7-11 Students - Acceptable Use:

It is vital that staff are consistent and follow the policy outlined below for student mobile phones.

Students are not allowed to use phones in school for the reasons outlined below:

- Prime source of Low Level Disruption (LLD) in lessons
- Students calling parents to pick them up if they feel ill, without any contact through medical team or the Student Office.
- Staff having photos/videos taken and used in social media
- Persistent safeguarding issues and concerns

Student mobile phone use is **prohibited** on the school site, including all social times and class changeover. This applies to any electronic device brought in by students that is deemed to be obstructive and disruptive to teaching and learning. This includes phones iPods, game consoles and smart watches. This does not include those students who require the use of electronic devices as an essential tool for their learning. Mobile Phones may be carried provided they are not seen or heard e.g. wearing earphones is not permitted.

Students found with their phones or accessories out:

- The phone is confiscated, and behaviour for learning policy followed.
- The member of staff confiscating the phone logs this onto Edulinkone
- The student will then collect the phone from the member of staff or at an agreed location at the end of the School day
- If the student refuses to hand the phone over, the school behaviour policy is to be followed and pastoral team to follow up if escalation is required

Sixth Form Students – Acceptable Use

- Sixth Form Students are permitted to use their phones whilst they are in the Sixth Form Area.
- Whilst in their silent study sessions, students may use their mobile devices to listen to music, however the devices must remain out of sight.
- If students are seen using their phones around school, outside of Sixth Form, they will be confiscated.
- Students should not be using mobile phones in lessons to support learning, where laptops or tablets should be used