

**MOBILE PHONE POLICY  
STAFF & STUDENTS  
FOR  
THE BUCKINGHAM SCHOOL**



<b>NAMED PERSON:</b>	<b>MR M WARDLE</b>
<b>ATTACHED COMMITTEE:</b>	<b>ATL</b>
<b>REVIEWED:</b>	<b>SEPTEMBER 2021</b>
<b>REVIEW CYCLE:</b>	<b>2 YEARS</b>
<b>NEXT REVIEW DATE:</b>	<b>SEPTEMBER 2023</b>

**Success for All through Achievement, Challenge & Enjoyment**

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### **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:**

At The Buckingham School we recognise that mobile phones play an important part in our lives and when used as they are intended, can bring substantial benefits.

We also acknowledge that there is a risk that they can be used for the taking, storing and using of images inappropriately in a way that denies student's right to dignity, privacy and respect and satiates a desire to exploit. They also have the potential to distract staff from their work with students.

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

- 1.1 Is used only in the staffroom, outside of the school gate, or in office spaces **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 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 **asked to switch them off** and place **them out-of-sight** until they leave exiting the school gates/reception. This is done as part of the meet-and-greet process in a way that makes clear our safeguarding priorities.

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 be made aware of **the mobile phone policy in advance** either through written or verbal communication (**for parents this may be in 'New Starter' 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. Detail 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 Go4Schools
- The member of staff must make the call home to the parents to inform them the phone has been confiscated and they would need to pick it up.
- The phone is placed in front reception to be collected at the end of the day by the parents
- Students **do not** get repeat chances. For every confiscation the parent or an appropriate adult must collect the phone.
- 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

# THE BUCKINGHAM SCHOOL – A SPECIALIST SPORTS COLLEGE



## MOBILE PHONE POLICY - STAFF

Reviewed: September 2021  
Review Cycle: 2 Years  
Next Review D: September 2023

Mr. Matthew Watkins  
Chairman  
Governing Body

A handwritten signature in black ink, appearing to read 'M. Watkins', with a horizontal line underneath.

Signed: Date: September 2021