

Mobile & Smart Technology Policy



Policy 1.10.4

Adopted by Governor's on 09.09.26

To be reviewed: September 2027

Version 1

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

Key Details

- Designated Safeguarding Lead (DSL): Mrs Helen Beckcford-Bond (Headteacher)
- Deputy Designated Safeguarding Leads: Mrs Dominique Low (Deputy Headteacher) & Mrs Aimee Nash (Assistant Headteacher)
- Governor with Safeguarding Responsibility: Mr R Thomas

1. Policy aims and scope

- This policy has been written by Blakedown CE Primary School involving staff, learners and parents/carers, building on The Education People's mobile and smart technology policy template with specialist advice and input as required, taking into account the DfE statutory guidance '[Mobile phones in schools - GOV.UK](#)', '[Keeping Children Safe in Education 2026](#) and [Working together to safeguard children 2026](#).
- The purpose of this policy is to safeguard and promote the welfare of all members of the community when using mobile devices and smart technology.
 - Blakedown CE Primary School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using mobile and smart technology.
- This policy applies to all access to and use of all mobile and smart technology on site; this includes mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology, such as smart watches and fitness trackers, which facilitate communication or have the capability to record sound or images.
- This policy applies to learners, parents/carers and all staff, including the governing body, leadership team, teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

2. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
 - Anti-bullying policy
 - Behaviour and Exclusion policy
 - Use of Digital Images policy
 - Child Protection policy
 - Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
 - ICT Acceptable Use policy KS1 / KS2 ICT Agreement Permission Policy.
 - Online Safety
 - Staff Code of Conduct policy

3. Safe use of mobile and smart technology expectations

- Blakedown CE Primary School recognises that use of mobile and smart technologies is part of everyday life for many learners, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the **Blakedown CE Primary School** community are advised to:
 - take steps to protect their mobile phones or personal devices from loss, theft or damage; we accept no responsibility for the loss, theft or damage of such items on our premises.
 - use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as toilets or classrooms
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our Anti-bullying, Behaviour (and exclusion) and Child Protection policies.
- All members of the Blakedown CE Primary School community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

4. School/setting-provided mobile phones and devices

- Staff providing formal remote learning will do so using Blakedown CE Primary School provided equipment in accordance with our ICT Acceptable Use Policy (KS1 and KS2 ICT Agreement Permission Policy)
- Blakedown CE Primary School devices will be suitably protected via a passcode/ password/PIN and must only be accessed or used by members of staff.
- Blakedown CE Primary School devices will always be used in accordance with the acceptable use of technology policy and other relevant policies. This is part of the Staff Code of Conduct.
- Where staff *and/or* learners are using school provided mobile phones *and/or* devices, they will be informed prior to use via our ICT Acceptable Use Policy / Staff Code of Conduct policies that activity may be monitored for safeguarding reasons and to ensure policy compliance.

5. Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant school policy and procedures, such as confidentiality, child protection, data security staff behaviour/code of conduct and Acceptable Use Policies.

- Members of staff will support this policy by not being seen to use their personal devices during the school day, including during breaks or lunch times, unless within the designated staff room area, PPA area or a private office away from children's view. Role modelling this mobile phone-free environment will set an example to learners and allow effective enforcement of the policy with learners.
- The use of mobile phones for multi-factor authentication is permitted but shall not occur with learners present.
- In case of emergency, staff will be contactable through the school office, which is manned from 8:30am to 3:30pm, not via personal mobile phones.
- Staff will be advised to:
 - Keep mobile phones and personal devices in a safe and secure place, out of sight of learners.
 - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
 - Ensure that any content bought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers.
 - Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL.
- Staff will only use equipment provided by school (not personal devices):
 - to take photos or videos of learners in line with our image use policy.
 - to work directly with learners during lessons/educational activities.
 - to communicate with parents/carers.
- Where remote learning activities take place, staff will use school provided equipment. If this is not available, staff will only use personal devices with prior approval from the Headteacher, following a formal risk assessment. Staff will follow clear guidance outlined in the policy. If a member of staff breaches our policy, action will be taken in line with our staff ICT Acceptable Use Policy. If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or have committed a criminal offence using a personal device or mobile phone, the police will be contacted, and the LADO (Local Authority Designated Officer) will be informed in line with our managing allegations policy.

6. Learners use of mobile and smart technology

- Learners will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches. Acceptable Use Policy / KS1 and KS2 ICT Agreement Permission Policies.
- Safe and appropriate use of mobile and smart technology will be taught to learners as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. This will include the benefits of having a mobile phone-free environment, with

encouragement to see such an environment as desirable and valuable. Further information is contained within our Safeguarding and Child Protection Policy, ICT and online safety policy and as part of our RSE curriculum policy.

- Mobile phones and/or personal devices will not be used on site by learners. Only pupils who walk to or from school are permitted to bring mobile phones to school with prior agreement between home and school.
- Blakedown CE Primary School expects learners' personal devices and mobile phones to be switched off on entering school property where they should be handed into the staff on duty who will keep them in a plastic box which will be kept safe and secure in the school office. This means:
 - Learner's mobiles will be switched off,
 - Placed into the assigned box on entering the school building.
 - smart watches to have wifi and telephone functions disabled whilst on site and also be placed into the box kept in the office.
 - The class teacher will remove this box from the office at home time and take the box outside for dismissal. Children will only be allowed to switch on their mobile phone from the box once outside the school grounds
 - Wraparound care will receive the box with any remaining devices in at the end of the day and the box will be returned to the office at the end of each day's session.
 - It is the class teacher's responsibility to ensure any child attending Wraparound Care after school has their mobile phone transferred to Wraparound Care to be returned to the child at the end of their session.
 - Staff will handle children's personal devices as little as possible.
 - The Headteacher, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that a child has not adhered to policy and has a mobile phone within their personal possessions.
- If a learner needs to contact their parents or carers whilst on site, this will be facilitated via the school telephone system with the support of staff.
- Parents are advised to contact their child via the school office; exceptions may be permitted on a case-by-case basis, as approved by the Headteacher.
- Where learners' mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Policy / KS1 and KS2 ICT Agreement Permission Policies.
- Any concerns regarding learners' use of mobile technology or policy breaches will be dealt with in accordance with our existing policies, including anti-bullying, child protection and behaviour and exclusion.
 - Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene our safeguarding and child protection, behaviour or anti-bullying policy.
 - Searches of mobile phone or personal devices will be carried out in accordance with our policy.
 - Learners' mobile phones or devices may be searched by a member of the leadership team, with the consent of the learner or a parent/carer. Content may be deleted or requested to be deleted if it contravenes our policies.

- Mobile phones and devices that have been confiscated will be held in a secure place and released appropriately to parents/carers.
- Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our Behaviour and Exclusion policy.
- Concerns regarding policy breaches by learners will be shared with parents/carers as appropriate.
- Where there is a concern that a child is at risk of harm, we will respond in line with our Safeguarding and Child protection policy.
- If there is suspicion that material on a learner's personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.
- Parents/Carers have an important role in supporting this policy and are encouraged to reinforce and discuss this policy at home as appropriate, including the risk associated with mobile phone use and the benefits of a mobile phone-free environment.
- Families are encouraged to only allow children to bring mobile phones onto the school site in exceptional circumstances, such as movement of children between Parents/Carers of split families or those children who are travelling into school some distance independently. In these cases, Parents/Carers will be required to sign a document declaring their understanding of the processes involved in their child bringing a mobile phone to school.
- Exceptions to this policy may be granted by the Headteacher on a case by case basis, in line with the Equality Act 2010 and Children and Families Act 2014, including but not limited to, cases of the avoidance of substantial disadvantage to a disabled pupil or in order to support children with medical conditions.
- The use of mobile phones, smart devices and other personal technology shall not be permitted on residential trips by pupils. School will ensure appropriate communication methods are used with families of these children such as the use of school sms provision and phone calls made by staff to Parents/Carers.
- If children are experiencing issues relating to online safety on their mobile phones, the Headteacher will support the child to access their device, in a designated space within school, to allow them to raise their concerns appropriately if this is relevant and required.

7. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
 - Devices are only permitted within specific areas or are only permitted for specific purposes e.g. as part of multi-agency working arrangements.
- Appropriate signage and information is in place to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including safeguarding and child protection.

- If visitors require access to mobile and smart technology, for example when working with learners as part of multi-agency activity, this will be discussed with the Headteacher prior to use being permitted.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or Deputy Headteacher of any breaches of our policy.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Blakedown CE Primary School will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
- Blakedown CE Primary has relevant Firewalls and Monitoring systems in place to protect staff and children whilst using technology onsite. Any incidents that are flagged via these systems are investigated and dealt with accordingly in a timely manner. We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.
- All members of the community will be made aware of how the school will monitor policy compliance: e.g. Acceptable Use Policies, staff training, etc.

9. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing school policies and procedures.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- We require staff, parents/carers and learners to work in partnership with us to resolve issues.
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- Learners, parents/carers and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) will seek advice from **LADO (Local Authority Designated Officer)** or [Education People's Education Safeguarding Service](#) in accordance with our child protection policy.