

Compassion

Courage

Cooperation



Mobile and Smart Technology Policy

We strive to cooperate and work alongside all members of our community to feel valued, nurtured, and empowered as they embark upon their journey to become the very best that God intended. Throughout their voyage of discovery with us, we ensure all children are provided with a rich curriculum, and experiences that promote courage and a strong moral purpose underpinned by our Christian values; preparing them to become compassionate citizens within our rural community and the wider world.

'On a voyage of discovery: flourishing in God's love'

Revision History

Version	Date	By	Description
V01	March 2023	G. Hawkins	Annual Review
V02	February 2024	G.Hawkins	Annual Review
V03	February 2025	S. Coulson	Annual Review
V04	May 2026	S.Coulson	Annual Review and updated to include school mobile phone.

Key Contact Personnel

Nominated Member of Leadership Staff Responsible for the policy: Stella Coulson

Designated Safeguarding Lead: Stella Coulson

DSLs: Lynsey Scott (AHT) Claire Sterriker-Rhodes (FLO) Carly Catt (SENCO)

Safeguarding Governor: John Collins

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1. Policy aims and scope

- This policy has been written by Wittersham Church of England Primary School, 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 'Keeping Children Safe in Education' 2024, Early Years and Foundation Stage 2021 'Working Together to Safeguard Children' 2018 and the local Kent Safeguarding Children Multi-agency Partnership (KSCMP) procedures.
- The purpose of this policy is to safeguard and promote the welfare of all members of the Wittersham Church of England Primary School community when using mobile devices and smart technology.
 - o Wittersham Church of England Primary School recognises that online safety is essential to safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using mobile and smart technology.
 - o As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL) Stella Coulson, headteacher, is recognised as having overall responsibility for online safety.
- 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 'smartwatches and fitness trackers, which facilitate communication or can 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).

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2. Links with other policies

This policy links with several other policies, practices, and action plans, including but not limited to:

- Anti-bullying policy
- Acceptable Use Policies (AUP)
- Behaviour policy
- Photography and images use policy
- Child protection policy
- Code of conduct policy
- Curriculum policies, such as Relationships and Sex Education (RSE)

3. Safe use of mobile and smart technology expectations

Wittersham Church of England Primary School recognises that mobile and smart technologies are part of everyday life for many learners, staff, and parents/carers. Electronic devices of any kind that are brought onto the site are the responsibility of the user. All members of the Wittersham Church of England 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 on site other than in the staff room (if no children are present) or in the school/headteacher offices.
- 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 child protection policies.

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- All members of the Wittersham Church of England 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. Wittersham School Mobile Phone

Wittersham Church of England Primary School provides a designated school mobile phone to support the safe and effective running of specific school activities.

The school mobile phone is:

- Kept securely on site on the school office when not in use
- Used for:
 - Breakfast and after-school club communication
 - Educational visits and trips
 - Emergency contact where necessary

The device must only be used by authorised staff members and must not be used for any personal purposes.

Use of images and media

The school mobile phone may be used to take photographs for school-related purposes only, in line with the school's Photography and Image Use Policy.

- Personal photographs are strictly prohibited
- Any images taken must:
 - Be appropriate and necessary for school use only
 - Be uploaded promptly to authorised school platforms (e.g. Class Dojo)
 - Not be stored on the device longer than necessary

First aid and record keeping

The device may be used to support the recording of first aid incidents where appropriate.

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- Any information recorded must be:
 - Accurate and factual
 - Uploaded to the appropriate school system as soon as possible
 - Managed in line with data protection and safeguarding requirements

Security and responsibility

Staff using the school mobile phone must ensure that it is:

- Password protected
- Kept secure at all times
- Not left unattended in accessible areas

Any loss, damage, misuse, or safeguarding concern relating to the device must be reported immediately to the Headteacher or DSL.

Failure to adhere to these expectations will be treated as a breach of the school's safeguarding and staff conduct policies.

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, code of conduct and Acceptable Use Policies.

Staff will be advised to:

- Keep mobile phones and personal devices in a safe and secure place during lesson time.
- Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
- Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.

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- Not use personal devices during teaching periods unless written permission has been given by the headteacher, such as in emergency circumstances.
- Ensure that any content bought onto the 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 circumstances that could compromise the staff's ability to comply with this, will be discussed with the DSL / headteacher.

Staff will only use school-provided equipment (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.
- 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 Acceptable Use Policy and/or remote learning guidance.

If a member of staff breaches our policy, action will be taken in line with our staff code of conduct and allegations 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 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.

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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. Further information is contained within our child protection and relevant specific curriculum policies.

Mobile phones and/or personal devices will not be used on-site by learners.

Where learners' mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Policy and/or Remote Learning guidance.

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.

Staff may confiscate a learner's mobile phone or device if they believe it is being used to contravene our child protection, behaviour, or anti-bullying policy.

Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour 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 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.

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7. Visitors' use of mobile and smart technology

Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:

Mobile phones and personal devices are not used on the school site unless with express permission from the headteacher under such circumstances as, for example, as part of multi-agency working arrangements.

Appropriate information is in place (this policy is shared and/or leaflet at signing in) to inform visitors of our expectations for the 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 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.

Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the school. This may include undertaking appropriate risk assessments if necessary.

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 headteacher of any breaches of our policy.

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8. Policy monitoring and review

Technology evolves and changes rapidly. Wittersham Church of England 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.

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. AUPs, staff updates, classroom management, etc.

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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. This includes: e.g. child protection and/or behaviour policy.

After any investigations are completed, leadership staff will debrief, identify lessons learned, 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, 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) or headteacher will seek advice from the Education People's Education Safeguarding Service or other agencies in accordance with our child protection policy.

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