

Barming Pre-School and Primary School

Part of the Orchard Academy Trust



Smart Technology, Mobile Phone Use and Social Media Policy

Headteacher: Mr C. Laker

Chair of Governing Body: Rev W North

Date Policy Adopted:	September 2025
Policy Review Date:	September 2026
Signature of Chair of Governors:	Rev W. North
Signature of Headteacher:	Mr C. Laker
Policy Author:	Name: H Rootes
Senior Leader Responsibility for/ Subject Leader Responsible for:	Responsible for: Teaching and Learning

Key Details

Designated Safeguarding Lead: Hannah Rootes, Deputy Headteacher

Deputy DSL's:

- **Chris Laker, Headteacher**
- **Ali Collie, Inclusion Manager**
- **Annie Norman, Pre-School Manager**
 - **Hayley Cook, EYFS Leader**
 - **Natasha Murray, KS1 Leader**
 - **Babiche Deysel, KS2 Leader**
 - **Jodi Russell, English Leader**

Named Governor with lead responsibility: Rev Wil North

Date written: September 2025

Date agreed by Governing Body: September 2025

Date of next review: September 2026

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

This policy has been written by Barming Pre-School and 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](#)', '[Early Years and Foundation Stage](#)', '[Working Together to Safeguard Children](#)', '[Behaviour in Schools Advice for headteachers and school staff](#)' and the local [Kent Safeguarding Children Multi-agency Partnership](#) (KSCMP) procedures.

Smart Technology and Mobile Phone:

1. Policy Aims and Scope

- This policy has been written by Barming Pre-School and Primary School, involving staff, children and parents/carers, building on Kent County Councils LADO Education Safeguarding Advisory Service mobile and smart technology policy template, with specialist advice and input as required.
- It takes into account the Department for Education (DfE) statutory guidance '[Keeping Children Safe in Education](#)' (KCSIE), '[Early Years and Foundation Stage \(EYFS\)](#)', '[Working Together to Safeguard Children](#)' (WTSC), the DfE non-statutory guidance '[Behaviour in Schools Advice for headteachers and school staff](#)', '[Searching, screening and confiscation at school](#)', '[Mobile Phones in Schools](#)' 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 our community when using mobile devices and smart technology.
 - **Barming Pre-School and Primary School** recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all children and staff are protected from potential harm when using mobile and smart technology.
 - As outlined in our Safeguarding and Child Protection Policy, the Designated Safeguarding Lead (DSL), **Hannah Rootes (Deputy 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 but is not limited to mobile/smart 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 and/or images.
- This policy applies to children, 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:
- Acceptable Use Policies (AUP) and/or the Staff Code of Conduct policy
- School Behaviour and Exclusion policy
- OAT Staff Code of Conduct
- Safeguarding and Child Protection policy
- Curriculum guidance documents such as: Computing, Curriculum Teaching and Learning, PSHE and Citizenship guidance.
- RSE policy.

3. Safe use of mobile and smart technology expectations

- Barming Pre-School and Primary School recognises that use of mobile and smart technologies is part of everyday life for many children staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of our community are advised to:
 - take steps to protect their personal mobile phones or other smart 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 personal phones or devices.
- Mobile devices and other forms of smart technology are not permitted to be used in specific areas on site; this includes toilets.
- The sending of abusive or inappropriate messages or content, including via personal mobile devices and/or smart technology is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and Safeguarding and Child Protection policies.
- All members of the Barming Pre-School and Primary School community are advised to ensure that their personal mobile and smart technology devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or Safeguarding and Child protection policies.

4. School provided mobile phones and devices

- Some members of staff will be issued with a work phone number in addition to their work email address, where contact with parents/carers is required. For example the Wraparound Care phone.
- Staff providing formal remote/online learning will do so using school provided equipment in accordance with our Acceptable Use Policy (AUP).
- School mobile phones and/or devices such as IPADs will be suitably protected via a passcode and must only be accessed or used by members of staff.

- School mobile phones and/or devices will always be used in accordance with our Trust Staff Code of Conduct, Acceptable use of technology policy and other relevant policies.
- Where staff are using school provided mobile phones and/or devices, they will be informed prior to use via our Acceptable Use Policy (AUP) 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, wearable technology and other mobile/ smart devices takes place in accordance with the law, as well as, relevant policy and procedures, such as Staff Code of Conduct, Safeguarding and Child Protection, Data Protection and Acceptable Use of Technology.
- Staff will be advised to:
 - Keep personal mobile and smart technology devices in a safe and secure place, **out of sight** during lesson time.
 - Keep mobile phones and personal devices switched off or switched to 'silent' or 'do not disturb' mode during lesson times.
 - Ensure that Bluetooth or other forms of communication (such as 'airdrop') are hidden or disabled during lesson times.
 - Not use personal mobile or smart technology devices during teaching sessions, unless permission has been given by the **Headteacher**, such as in emergency circumstances.
 - Ensure that any content bought onto site via personal mobile and smart technology devices are compatible with their professional role and behaviour expectations.
- Members of staff are not permitted to use their own mobile and smart technology devices for contacting learners.
 - Any pre-existing relationships which could compromise staff's ability to comply with this, will be discussed with the DSL (or deputies).
- Staff will not use personal mobile and smart technology devices:
 - to take photos or videos of learners and will only use work-provided equipment for this purpose.
 - directly with learners and will only use work-provided equipment during lessons/educational activities.
 - to communicate with parents and carers -unless an emergency.
- Staff WILL use their mobile phone to access the CPOMS authenticator app when they are logging a safeguarding concern. Once the system is accessed, the mobile device will be stored out of sight. This however, will not be done in the presence of any children.
- If a member of staff breaches our policy, action will be taken in line with our Allegations Against Staff policy.
- If a member of staff is thought to have illegal content saved or stored on a personal mobile or other 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 Pupils use of personal devices and mobile phones

- Pupils will be educated regarding the safe and appropriate use of mobile and smart technology, including personal devices and mobile phones and will be made aware of behaviour expectations and consequences for policy breaches.
- Safe and appropriate use of mobile and smart technology will be taught to pupils as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our Safeguarding and Child Protection and RSE policies and the Citizenship and Computing curriculum.
- Personal mobile or smart technology devices will not be used by pupils during lessons or formal educational time when they are in school.
- Pupils are not permitted to use personal mobile or smart devices whilst on the school site. Where these are required, for example for safety reasons when children are transporting to and from school, devices should be turned off and handed into the class teacher (to be locked away) in the morning. They can then be collected at the end of day. The school accepts no responsibility and is not liable for any loss or damage to personal mobile or smart devices brought to school. We recommend that ONLY Year 6 children bring mobile phones to school as part of transition to Secondary.
- If a pupil requires access to personal mobile or smart technology devices in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Headteacher prior to use being permitted.
- Personal mobile or smart technology devices may not be used by pupils in any school-supervised extra-curricular activities.
- Mobile phones or personal devices will not be used by pupils during lessons or formal educational time when they are off-site unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
 - The use of personal mobile phones or devices for a specific education purpose does not mean that blanket use is permitted.
- Where pupils mobile phones or personal devices are used when learning at home remotely, this will be in accordance with our Acceptable Use Policy.
- Personal mobile phones or smart technology devices must not be taken into examinations.
 - Pupils found in possession of a mobile phone or personal device during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.

6.1 Searching, screening and confiscation of electronic devices

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

- Where there are any concerns regarding a pupil's use of mobile or smart technology or policy breaches, they will be dealt with in accordance with our existing policies, including Anti-bullying, Safeguarding and Child protection and School Behaviour.
- Staff may confiscate a pupils personal mobile or smart technology device if they believe it is being used to contravene our school policies, for example our child protection or behaviour policy.
- Personal mobile or smart technology devices that have been confiscated will be held in a secure place and released to parents/carers at the end of the school day.
- Where a concern involves potentially indecent images/videos of children, including images/videos generated by Artificial Intelligence (AI), on a pupils personal mobile or smart technology device, staff will respond in line with our Safeguarding and Child protection policy; they will confiscate devices, avoid looking at any content and refer the incident to the DSL (or deputy) urgently.
- If there is suspicion that data or files on a pupils personal mobile or smart technology device may be illegal, or may provide evidence relating to a criminal offence, the device will be confiscated and handed over to the police for further investigation.
- If deemed to be necessary and appropriate, searches of personal mobile or smart technology devices may be carried out in accordance with the DfE ['Searching, Screening and Confiscation'](#) guidance.
- Staff will respond in line with our Safeguarding and Child Protection policy and follow the most appropriate safeguarding response if they find images, data or files on a pupil's electronic device that they reasonably suspect are likely to put a person at risk.
- The DSL (or deputy) will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a pupil was in possession of prohibited items.
- The DSL (or deputy) will be involved without delay if staff believe a search of a pupil's personal mobile or smart technology device has revealed a safeguarding risk.
- In exceptional circumstances and in accordance with the DfE ['Searching, Screening and Confiscation'](#) guidance, the headteacher or authorised members of staff may examine or erase data or files if there is a good reason to do so in line with the DfE ['Searching, Screening and Confiscation'](#) guidance. The DfE ['Searching, Screening and Confiscation'](#) guidance states (77 – 79)
- In determining whether there is a 'good reason' to examine images, data or files, the headteacher or an authorised member of staff will need to reasonably suspect that the images, data or files on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
- In determining whether there is a 'good reason' to erase any images, data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable.
- If the data or files are not suspected to be evidence in relation to an offence, the headteacher or an authorised member of staff may delete the images, data or files if

the continued existence of the data or file is likely to continue to cause harm to any person and the pupil and/or the parent refuses to delete the data or files themselves.

- If the headteacher or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

7 Visitors' use of mobile and smart technology

- Parents/carers and visitors (including volunteers and contractors) must use their mobile phones and personal devices in accordance with our Acceptable Use policy and other associated policies, such as: Anti-bullying, School Behaviour and Exclusion and Safeguarding and Child Protection.
- Members of staff are expected to challenge visitors if they have concerns and will always inform the DSL (or deputies) or Headteacher of any breaches our policy.
- Appropriate signage and information will be provided on display throughout the school to inform parents/carers and visitors that mobile phones should not be used on the school site.
- 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 pupils 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.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Barming Pre-School and 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 monitor internet and technology use taking place via all school provided devices and systems and regularly evaluate online safety mechanisms to ensure this policy is consistently applied.
- All members of the community will be made aware of how the school will monitor policy compliance: We use AUPs, staff training and classroom management.

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.
- Where pupils breach this policy:
 - appropriate sanctions and/or pastoral/welfare support will be implemented in line with our School behaviour policy.
 - concerns will be shared with parents/carers as appropriate.
 - we will respond in line with our Safeguarding and Child protection policy, if there is a concern that a child is at risk of harm.
- 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 pupils 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.
- Pupils' 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 local authority or other agencies, as appropriate, in accordance with our Safeguarding and Child Protection policy.

Social Media

1. General social media expectations

- Barming Pre-School and Primary School believe everyone should be treated with kindness, respect and dignity. Even though online spaces may differ in many ways, the same standards of behaviour are expected online as offline, and all members of our community are expected to engage in social media in a positive and responsible manner.
- All members of our community are advised not to post or share content that may be considered threatening, hurtful or defamatory to others on any social media service.
- We will restrict learner and staff access to social media via our filtering and monitoring systems which are applied to all school provided devices and systems; further information on how this is achieved is addressed in our Safeguarding and Child Protection policy.
- The use of social media or apps, for example as a formal remote learning platform or education tool will be robustly risk assessed by the DSL and/or Headteacher prior to use with learners. Any use will take place in accordance with our existing policies, for

example, Safeguarding and Child protection, School Behaviour and Acceptable use policies.

- Concerns regarding the online conduct of any member of Barming Pre-School and Primary School community on social media will be taken seriously. Concerns will be managed in accordance with the appropriate policies, including Anti-bullying, Trust Allegations against staff, School behaviour, Staff Code of Conduct, Acceptable Use Policies, and Safeguarding and Child Protection policy.

2. Staff use of social media

- The use of social media during school hours for personal use is not permitted for staff unless no children are present.
- Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of our Acceptable use of technology policy.
- The safe and responsible use of social media sites will be discussed with all members of staff as part of staff induction. Advice will be provided and updated via staff training and additional guidance and resources will be shared with staff as required on a regular basis.
- Any complaint about staff misuse of social media or policy breaches will be taken seriously in line with our Safeguarding and Child Protection policy, Trust Code of Conduct and Trust Allegations against staff policy.

4.1 Reputation

- All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the school. Civil, legal or disciplinary action may be taken if staff are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
- All members of staff are advised to safeguard themselves and their privacy when using social media. This may include, but is not limited to:
 - Setting appropriate privacy levels on their personal accounts/sites.
 - Being aware of the implications of using location sharing services.
 - Opting out of public listings on social networking sites.
 - Logging out of accounts after use.
 - Using strong passwords.
 - Ensuring staff do not represent their personal views as being that of the school.
- Members of staff are encouraged not to identify themselves as employees of Barming Pre-School and Primary School on their personal social networking accounts; this is to prevent information being linked with the setting and to safeguard the privacy of staff members.
- All staff are expected to ensure that their social media use is compatible with their professional role and is in accordance our policies and the wider professional reputation and legal framework. All members of staff are encouraged to carefully

consider the information, including text and images, they share and post on social media.

- Information and content that staff members have access to as part of their employment, including photos and personal information about pupils and their family members or colleagues, will not be shared or discussed on social media sites.
- Members of staff will notify the leadership team immediately if they consider that any content shared on social media sites conflicts with their role.

4.2 Communicating with pupils and their families

- Staff will not use any personal social media accounts to contact pupils or their family members.
- All members of staff are advised not to communicate with or add any current or past pupils or their family members, as 'friends' on any personal social media accounts.
- Any communication from pupils and parents/carers received on personal social media accounts will be reported to the DSL (or deputy) and/or the headteacher.
- Any pre-existing relationships or situations, which mean staff cannot comply with this requirement, will be discussed with the DSL and the headteacher.
- If ongoing contact with pupils is required once they have left the setting, members of staff will be expected to use existing alumni networks, or use official setting provided communication tools.

3. Official use of social media

- Barming Pre-School and Primary School official social media channel is ClassDojo.
- The official use of social media sites by Barming Pre-School and Primary School only takes place with clear educational or community engagement objectives and with specific intended outcomes and once the use has been formally risk assessed and approved by the headteacher prior to use.
- Official social media sites are suitably protected and, where possible, run and/or linked to/from our website.
 - Official social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only.
 - Staff use setting provided email addresses to register for and manage official social media channels.
 - Leadership staff have access to account information and login details for our social media channels, in case of emergency, such as staff absence.
- Official social media use will be conducted in line with existing policies, including but not limited to Anti-bullying and Safeguarding and Child protection.
- All communication on official social media platforms by staff on behalf of the setting will be clear, transparent and open to scrutiny. Public communications on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague.

- Parents/carers and pupils will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- Parents and carers will be informed of any official social media use with pupils; any official social media activity involving pupils will be moderated if possible and written parental consent will be obtained as required.
- We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.
- Members of staff who follow and/or like our official social media channels will be advised to use dedicated professional accounts where possible, to avoid blurring professional boundaries.
- If members of staff are managing and/or participating in online social media activity as part of their capacity as an employee of the setting, they will:
 - Read and understand our Acceptable Use Policy.
 - Where they are running official accounts, sign our Acceptable Use Policy.
 - Be aware they are an ambassador for the school.
 - Be professional, responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
 - Always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection and equalities laws.
 - Ensure that appropriate consent has been given before sharing images.
 - Not disclose information, make commitments or engage in activities on behalf of the school, unless they are authorised to do so.
 - Not engage with any private or direct messaging with current or past pupils or their family members.
 - Inform their line manager, the DSL (or deputy) and/or the Headteacher of any concerns, such as criticism, inappropriate content or contact from pupils.

4. Pupils use of social media

- The use of social media during school hours for personal use is not permitted for pupils.
- Many online behaviour incidents amongst children occur on social media outside the school day and off the school premises. Parents/carers are responsible for this behaviour; however, where online behaviour poses a threat or causes harm to a pupil could have repercussions for the orderly running of the school if/when a pupil is identifiable as a member of the school, or if the behaviour could adversely affect the reputation of the school, action will be taken in line with our School behaviour and Safeguarding and Child Protection policies.
- Barming Pre-School and Primary School will empower our pupils to acquire the knowledge needed to use social media in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks. Safe and appropriate use of social media will be taught to pupils as part of an embedded and

progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our Safeguarding and Child Protection and relevant specific curriculum policies.

- We are aware that many popular social media sites are not permitted for use by children under the age of 13, or in some cases higher. As such, we will not create accounts for pupils under the required age as outlined in the services terms and conditions.
- Pupils will be advised:
 - o to consider the benefits and risks of sharing personal details or information on social media sites which could identify them and/or their location.
 - o to only approve and invite known friends on social media sites and to deny access to others, for example by making profiles private.
 - o not to meet any online friends without a parent/carers or other appropriate adults' permission, and to only do so when a trusted adult is present.
 - o to use safe passwords.
 - o to use social media sites which are appropriate for their age and abilities.
 - o how to block and report unwanted communications.
 - o how to report concerns on social media, both within the setting and externally.
- Any concerns regarding pupils use of social media will be dealt with in accordance with appropriate existing policies, including Anti-bullying, Safeguarding and Child Protection and School Behaviour.
- The DSL (or deputy) will respond to social media concerns involving safeguarding or child protection risks in line with our Safeguarding and Child Protection policy.
- Sanctions and/or pastoral/welfare support will be implemented and offered to pupils as appropriate, in line with our Safeguarding and Child Protection and School Behaviour policy. Civil or legal action may be taken if necessary.
- Concerns regarding pupils use of social media will be shared with parents/carers as appropriate, particularly when concerning underage use of social media services and games.

5. Policy monitoring and review

- Technology evolves and changes rapidly. Barming Pre-School and 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.

6. 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 pupils 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.
- Pupils' 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 local authority or other agencies, as appropriate, in accordance with our child protection policy.