Barming Pre-School and Primary School
Part of the Orchard Academy Trust

Mobile Phone/Smart Devices and Social Media Policy	
Headteacher: Mr C. Laker **Chair of Governing Body: Rev W North**	
Date Policy Adopted:	September 2026
Policy Review Date:	September 2027
Signature of Chair of Governors:	Rev W. North
Signature of Headteacher:	Mr C. Laker
Policy Author: **Senior Leader Responsibility for/ Subject Leader Responsible for:**	Name: H Rootes Responsible for: Teaching and Learning

Key Details

Designated Safeguarding Lead: Miss H Rootes, Deputy Headteacher

Deputy DSL's:

- **Mr C Laker Headteacher**
- **Mrs A Collie, Inclusion Manager**
- **Mrs A Norman, Pre-School Manager**
- **Miss H Cook, EYFS Leader**
- **Mrs N Murray, KS1 Leader**
- **Mrs B Deysel, KS2 Leader**

Named Governor with lead responsibility: Rev Wil North

Date written: September 2026
Date agreed by Governing Body: September 2026
Date of next review: September 2027

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

1. Policy Statement

Barming Pre-School and Primary School recognises that mobile phones, smart devices and social media are an everyday part of modern life. While technology can provide many benefits, it also presents safeguarding, privacy and data protection risks.

The purpose of this policy is to ensure:

- Children are safeguarded.
- Staff maintain professional boundaries.
- Personal information remains secure.
- Technology is used safely, responsibly and appropriately.
- Social media is used in a way that protects the reputation of the school, staff and pupils.

This policy should be read alongside the:

- Safeguarding and Child Protection Policy
- Trust Code of Conduct
- School Behaviour Policy
- Acceptable Use Agreements
- Data Protection Policy
- Photography and Image Use Policy

2. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

Miss H Rootes (Deputy Headteacher)

Deputy DSLs

- Mr C Laker, Headteacher
- Mrs A Collie, Inclusion Manager
- Mrs A Norman, Pre-School Manager
- Miss H Cook, EYFS Leader
- Mrs N Murray, KS1 Leader
- Mrs B Deysel, KS2 Leader

Data Protection Officer (DPO)

Mr C Howard: SATSWANA (www.satswana.com) **Contact:** 01252759177

IT Support Provider: ATS

The DSL has overall responsibility for ensuring that concerns relating to mobile phone, smart device and social media use are managed appropriately.

3. General Expectations

All members of the school community are expected to use technology safely, responsibly and respectfully.

Mobile devices capable of taking photographs, recording audio or recording video must never be used in:

- Toilets
- Changing areas
- Staff welfare facilities
- Any location where privacy would reasonably be expected

The school accepts no responsibility for the loss, theft or damage of personal devices brought onto site.

4. Staff Use of Mobile Phones and Smart Devices

Staff are expected to model safe and responsible behaviour.

Staff must:

- Keep personal mobile phones on silent during the school day.
- Store personal phones securely when teaching or supervising pupils.
- Not use personal devices during lessons or whilst supervising children unless authorised by the Headteacher.
- Not photograph or record pupils using personal devices.
- Not contact pupils or parents using personal mobile numbers, text messages, social media or messaging apps.
- Use school systems, school email and authorised communication platforms only.

Where photographs are required for school purposes, only school-owned devices may be used.

Any safeguarding concerns involving technology must be reported immediately to the DSL.

5. Pupil Use of Mobile Phones and Smart Devices

Barming Pre-School and Primary School operates as a **mobile phone-free environment**.

Pupils in Reception to Year 5 should not bring mobile phones or smart devices into school unless there is an exceptional reason agreed with the Headteacher.

Year 6 children may bring their phones to school. However, they must be switched off at the gate and not turned on until exiting the school grounds.

Where permission has been granted:

- Devices must be handed to the child's class teacher.
- Devices will be stored securely.
- Devices will be returned at the end of the school day.

Pupils must not use personal mobile phones, smart watches with communication functions, tablets or similar devices during the school day.

Parents who need to contact their child should do so through the school office.

6. Reasonable Adjustments

The school recognises that some pupils may require access to smart technology to support:

- Medical conditions
- Disabilities
- SEND needs
- Individual safeguarding arrangements

Any such arrangements will:

- Be agreed with the Headteacher.
- Be risk assessed.
- Be reviewed regularly.
- Be recorded appropriately.

7. Visitors and Volunteers

Visitors, volunteers and contractors are expected to use mobile devices responsibly while on site.

Visitors must:

- Follow school safeguarding procedures.
- Not photograph or record pupils unless authorised.
- Follow any instructions regarding restricted areas.

Members of staff should challenge and report any inappropriate use of devices.

8. Social Media Expectations

The school recognises the value of social media for communication and community engagement.

All members of the school community are expected to communicate respectfully online.

Social media must not be used to:

- Harass, bully or intimidate others.
- Share confidential information.
- Damage the reputation of the school.
- Make offensive, discriminatory or defamatory comments.
- Share images of pupils without permission.

Concerns should be raised directly with the school through its established procedures rather than through social media.

9. Staff Use of Social Media

Staff must maintain professional boundaries at all times.

Staff must not:

- Accept friend requests from current pupils.
- Contact pupils through personal social media accounts.
- Contact parents through personal social media accounts.
- Share confidential school information.
- Post content that could bring themselves, the school, Orchard Academy Trust or the profession into disrepute.

Staff are encouraged to maintain strong privacy settings on personal accounts.

Any concerns regarding online conduct should be reported to the Headteacher or DSL.

10. Educating Pupils About Safe Technology Use

Online safety is embedded throughout the curriculum and is taught through:

- Computing
- PSHE
- Relationships Education
- Assemblies
- Safeguarding activities

Pupils are taught:

- How to stay safe online.
- How to report concerns.
- Appropriate use of social media.
- Privacy and personal information protection.
- Respectful online behaviour.

11. Responding to Concerns and Breaches

Breaches of this policy will be dealt with in line with:

- Safeguarding and Child Protection Policy
- School Behaviour Policy
- Trust Code of Conduct
- Disciplinary Procedures

Where concerns involve safeguarding, the DSL will take appropriate action which may include referral to:

- Children's Social Care
- The Police
- LADO
- Other relevant agencies

Where illegal or potentially illegal content is identified, staff will not investigate independently and will immediately pass concerns to the DSL.

12. Monitoring and Filtering

The school maintains appropriate filtering and monitoring systems on all school-owned devices and networks.

These systems are managed and supported by **ATS**, our IT provider.

The school regularly reviews filtering, monitoring and online safety arrangements in line with safeguarding requirements.

13. Policy Review

This policy will be reviewed annually by the Governing Body and Orchard Academy Trust or sooner if:

- Statutory guidance changes.
- Safeguarding concerns identify a need for review.
- Significant technological developments occur.

Key Contacts:

Designated Safeguarding Lead (DSL)
Miss H Rootes

Headteacher
Mr C Laker

Data Protection Officer (DPO)
Mr C Howard, SATSWANA

IT Provider
ATS