Lamberhurst St. Mary's CE Primary School

Mobile and Smart Technology Policy

Date Written	January 2026
Written By	Charlotte Vickery-Booth
Date Agreed by Governing Body	January 2026
Headteacher	Mrs. C Vickery-Booth
Chair of Governors	Mr. P Edgesmith
Date of next full review	January 2027

Inspired by the Parable of the Sower, all children and adults in our inclusive Christian school community are able to thrive and flourish. Like seeds on good earth, all are nurtured with supportive loving care.

This policy will be reviewed following any lessons learnt and/or updates to national or local guidance and procedures.

	Name	Contact information
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1. Policy aims and scope

- This policy has been written by Lamberhurst St. Mary's CE Primary School, involving staff, pupils 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', '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.
    - Lamberhurst St. Mary's CE Primary School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm when using mobile and smart technology.
    - As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), Charlotte Vickery-Booth (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 pupils, 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
  - Acceptable Use Policies (AUP)
  - Behaviour and discipline policy
  - Cameras and image use policy
  - Child protection policy
  - Staff code of conduct/staff behaviour policy
  - Confidentiality policy
  - Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
  - Social media

3. Safe use of mobile and smart technology expectations

- Lamberhurst St. Mary's CE Primary School recognises that use of mobile and smart technologies is part of everyday life for many pupils 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 and when visiting external off site swimming pools.
- 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 child protection policies.
- All members of the Lamberhurst St. Mary's CE 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 child protection policies.

4. 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, will take place in accordance with the law, as well as relevant school policy and procedures, including confidentiality, child protection, staff behaviour/code of conduct and Acceptable Use Policies.

- Staff will be advised to:
  - Keep personal mobile and smart technology devices in a safe and secure place during lesson time.
  - Keep personal mobile phones and devices set to 'silent' or 'do not disturb' modes 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 periods, unless written permission has been given by the headteacher such as in emergency circumstances or directly through the Seesaw learning platform.
  - Ensure that any content bought onto site via personal mobile and smart technology devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal mobile and smart technology devices for contacting pupils or parents and carers unless the telephone number is withheld and it is during school hours.
  - Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL and headteacher.
- 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 AUP.
- If a member of staff breaches our policy, action will be taken in line with our staff behaviour policy/code of conduct and child protection 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 behaviour policy.

5. Children/pupils/students use of mobile and smart technology

- Pupils 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.
- 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 child protection and relevant specific curriculum policies including RSHE and Computing.

- Personal mobile or smart technology devices are permitted on site for pupils however:
  - Pupil 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 school office in the morning. They can then be collected at the end of day.
  - Personal mobile or smart devices will not be used by pupils during the school day..
- Where pupils personal mobile or smart technology devices are used when learning at home, this will be in accordance with our Acceptable Use Policy and/or Remote Learning AUP.

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 pupils use of mobile or smart technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection and 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.
- 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 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.

6. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
- Mobile phones and smart devices are kept in their bag/ pockets at all times while on school site.
- Appropriate signage and information are in place to inform visitors of our expectations for safe and appropriate use of personal mobile or smart technology. This is included in the safeguarding information when you sign in at the school office.
- 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 children 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.

7. Policy monitoring and review

- Technology evolves and changes rapidly. Lamberhurst St. Mary's 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.
- 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. Full information about the appropriate filtering and monitoring systems in place are detailed in our Child Protection Policy. Any issues identified as part of the implementation of our monitoring approaches will be incorporated into our action planning.
- All members of the community will be made aware of how the school will monitor policy compliance: This will take place in staff meetings and training.

8. 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 child protection, behaviour and staff code of conduct.
- Where pupils breach this policy:

    - appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
    - concerns will be shared with parents/carers as appropriate.
    - we will respond in line with our 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/ 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) or headteacher will seek advice from the local authority or other agencies, as appropriate, in accordance with our child protection policy.