



Willoughton Primary School

The Cliff Federation Personal Technology Policy

<u>Policy Information</u>			
Status:	Recommended with Safeguarding	Reviewed by:	Full Governing Board
Cycle of Review:	Two years	Policy Ratified	March 2025
Signed as accepted:			

Aims

- The purpose of this policy is to safeguard and promote the welfare of all members of the school settings when using mobile devices and smart technology.
- This policy applies to all who have access to and use mobile and smart technology on our sites; 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).

Links with other policies

- This policy links with several other policies, practices, and action plans, including but not limited to:
 - o Anti-bullying policy
 - o E-Safety and Acceptable Usage Policies
 - o Relationships and Behaviour policies
 - o Child Protection Safeguarding policy
 - o Code of conduct
 - o Curriculum policies, such as: Computing, Personal Social and Health Education (PSHE), Citizenship and Relationships and Sex Education (RSE)
 - o Data security

Statutory regulation

Governing Body: Full Governors

Review Date:

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The Early Years Safeguarding and Welfare requirements (section 3) require all schools to have a clear policy on the use of personal mobile phones and devices. This policy applies to all year groups, including EYFS.

Personal Devices – Staff

- Staff in all year groups must have their phones switched off or to silent, and they must be kept out of the classroom (in a cupboard or in a bag which is put away). Digital watches must be set to “Do not disturb” mode during all contact time with children.
- Staff are NOT permitted to make / receive calls / texts during contact time with children. Any necessary contact should be made via the school office.
- Mobile phones or any other personal technology must not be used in a space where children are present – this includes phones, digital watches where messages can be made.
- It is advised that staff protect their mobile phones with security features.
- Should there be exceptional circumstances when a phone is needed during contact time, the Headteacher should be consulted and a decision will be made. The school phone number can be given about by staff for emergency use – for example to the school of a staff member’s child.
 - Staff are not permitted to use recording equipment on their personal devices for photographic or video footage. School equipment must be used.
- Staff should report inappropriate usage to the Headteacher.

Mobile Phones for Work Related Purposes

We recognise that on occasions, a mobile phone may be used for off-site activities, as an appropriate method of communication. Staff should ensure that:

- Mobile phone use is appropriate and professional.
- Mobile phones should not be used to contact parents – this should be done through the school office unless it is deemed an emergency or exceptional circumstances.
- Where parents are accompanying children on trips, they must be informed that it should not be used to inform other parents or take photographs.
- Photographs are taken on school ipads.

Mobile phones may also be used for authenticator purposes, for example when using the school online safeguarding system (CPOMs). Staff should ensure that this takes place in an area where no children are present.

Personal Devices – Pupils

We realise that mobile phones have become an important part of everyday life for many children and that they can be a method of keeping them safe and secure. However, we also recognise that they can prove to be a distraction in school and can be a means of bullying or intimidating others. Therefore:

- Pupils are not permitted to have mobile phones or any other devices at school. If a pupil brings in a mobile phone for issues of personal safety, it must be handed into the school office immediately. Parents/carers should be aware that we take no responsibility for replacing lost, stolen or damaged mobile phones or personal electronic devices either at school or travelling to or from school. Mobile phones and other personal electronic devices brought into school are done so at the owner’s risk.
- Mobile phones brought in and not handed into the school office will be confiscated and will need to be collected by an adult.
- Mobile phones are not allowed on trips or residential visits.

- Watches such as Fitbits or similar technological devices will be permitted but must not distract through the school day. Where technology is used on or off site to bully or intimidate others, the Headteacher does have the power to intervene 'to such an extent as it is reasonable to regulate the behaviour of pupils when they are off the school site'.

Volunteers, Visitors, Governors and Contractors

All visitors, volunteers, governors and contractors are expected to follow our policy whilst on the premises. Phones must be turned off / to silent and put away. They should not be out in front of pupils unless permission has been given by the Headteacher.

Parents

We would ask parents on site to ensure that their use of mobile phones is courteous and appropriate to the school environment. We allow parents to photograph or video school events such as shows or sports day using mobile phones – but insist that parents do not publish any images (including on any social media sites) that include children other than their own.

Dissemination

This policy will be shared with staff, external providers, and volunteers on induction. It will be available to parents on the school website.