



BLENHEIM
SCHOOLS

Mobile and Smart Technology Policy

Policy Folder: Safeguarding

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MOBILE AND SMART TECHNOLOGY POLICY

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Terminology: Please note that the terms "our teams" and "team member/s" include everyone working in Outcomes First Group's services in a paid or unpaid capacity, including employees, volunteers, consultants, agency staff and contractors.

1.0 POLICY STATEMENT

The safety of our children and young people is our highest priority. The use of mobile and smart technology devices has become part of everyday life, providing many possibilities and opportunities for learning whilst also bringing significant risks. The use of such devices must be managed effectively in the learning environment. Pupils will be educated to take a responsible approach in the use of technology, inside and outside of school, to help them recognise and understand the risks and build their digital awareness and resilience (Please see the *Staying Safe Online Policy*).

The purpose of this policy is to safeguard and promote the welfare of all members of the school community regarding the use of mobile devices and smart technology in the setting's environment and is fully endorsed by the school's governing body.

This policy applies to all Oxford Montessori Schools and Blenheim Schools and to pupils, visitors, team members, and other individuals who provide services on behalf of the school. It applies to all mobile devices and smart technology on site, including but not limited to, 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.



1.1 Policy Framework

The 2023 UNESCO report on [Global Education Monitoring Report 2023](#) found that the use of mobile devices in schools can be harmful to children and young people's mental and physical wellbeing causing distraction from learning, risks to pupil privacy and cyber-bullying. Following these findings DfE has issued [Mobile phones in schools: guidance](#) and the use of **personal mobile devices will not be allowed** in our schools during the school day.

This policy has also been developed in line with DfE's guidance:

- [Keeping children safe in education \(KCSiE\) 2025](#);
- [Working Together to Safeguard Children](#);
- [Searching, Screening and Confiscation](#)
- [Teaching Online Safety in Schools](#)
- [How to respond to an incident of nude/ semi-nude images being shared](#)

This policy should read alongside:

the Group's:

- Mobile Device Policy (IT policy for team members)
- Data Protection policy
- Staying Safe Online
- Whistleblowing Policy
- Searching, Screening and Confiscation Policy
- Photography of Injuries and Medical Conditions
- Serious Incident Notification Policy
- Blenheim's Code of Conduct Policy

The School's:

- Safeguarding Policy
- Acceptable Use Policy
- Use of Images Policy
- Anti-bullying Policy
- Child-on-child abuse policy
- Behaviour Policy
- Complaints Policy
- Web Filtering policy

2.0 SAFE USE OF MOBILE AND SMART TECHNOLOGY EXPECTATIONS

2.1 We recognise that use of mobile and smart technologies is part of everyday life for pupils, team members and parents and carers. As part of the introduction and induction to the school the Headteacher or equivalent will explain this policy to the pupil and their parents/carers, and that it has been developed in best interests of pupils to create a safe and positive learning environment.

2.2 All members of the 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 safeguarding policies. (Please see 5.1 Team Members Use of Mobile and Smart technology).





- 2.3** The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school community. Any breaches will be dealt with in line with the school's anti-bullying, behaviour and safeguarding policies.
- 2.4** All members of the school community are advised to use passwords/PIN numbers to ensure that unauthorised access, calls or actions cannot be made on their phones or devices.

3.0 PUPILS USE OF MOBILE AND SMART TECHNOLOGY

- 3.1 Mobile phones brought onto site by pupils must be placed in the allocated secure storage located on the Senior School Landing when they arrive in school.** Pupils are asked to switch the device off or put it into aeroplane mode before it is stored. The devices will be stored safely until the end of the school day when pupils can collect them.

Exceptional circumstances - If a pupil requires access to a personal device in exceptional circumstances, such as for medical assistance and monitoring, this will be discussed with the Headteacher or equivalent prior to use being permitted.

- 3.2** If parents/carers need to contact the pupil during school hours, they should contact the school office/reception on 01865 352062 and messages will be passed on. If a pupil needs to contact their parents /carers whilst on site, they will be allowed to use a school phone.
- 3.3** 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 as part of an embedded and progressive safeguarding education approach, using age-appropriate sites and resources.
- 3.4** Mobile phones and personal devices must not be taken into examinations or tests. Pupils found in possession of a mobile phone or personal device which facilitates communication or internet access during an exam will be reported to the appropriate examining body. This may result in the withdrawal from either that examination or all examinations.

Where a pupil's mobile phone and/or personal devices are used when learning at home, this will be in accordance with the Group's Mobile Device Policy and should be supervised by the parent or carer.

- 3.5** Any concerns regarding a pupil's use of mobile technology or policy breaches will be dealt with in accordance with our existing policies.
- 3.6** This policy applies when pupils take part in off-site activities and trips during the school day. On occasions where a pupil is travelling directly to an external provider's





site and not coming into school first, they must comply with the provider's arrangements regarding personal devices.

4.0 SEARCHES, SCREENING AND CONFISCATION

4.1 Any screening, searching and confiscation that is required in the school will be carried out in accordance with the DFE's [Searching, Screening and Confiscation](#) guidance and the Group's Searching, Screening and Confiscation Policy.

4.2 OMS does not use screening devices to check that pupils do not have devices or other prohibited items on them, however we reserve the right to introduce these should they ever be required. Any such arrangements should be proportionate and risk-based. The local police should be consulted before the introduction of screening technology and must be approved by the Operational Director and Headteacher or equivalent prior to the introduction. Pupils and parents/carers/those with parental responsibility must also be informed, before the technology is introduced, with an explanation of what it will involve and why it is being introduced.

Please see the Searching, Screening and Confiscation Policy for further information.

4.3 Only the Headteacher or equivalent, or a team member authorised by the Headteacher or equivalent can carry out a search. The Headteacher or equivalent can authorise individual team members to search for specific items. The Designated Safeguarding Lead (DSL) (or deputy) should be informed of any searching incidents, and they should consider the circumstances of the pupil who has been searched to assess the incident against wider safeguarding concerns.

4.4 Pupils' mobile phones or devices may be searched by a member of Senior Leadership Team, with the consent of the pupil or a parent/carer/ those with parental responsibility. If any content is found that contravenes any of our policies, it will be dealt with appropriately in line with these policies.

If team members find any images data or files on an electronic device that they reasonably suspect are likely to put a person at risk, they must consider the appropriate safeguarding response.

If there is suspicion that material on a pupil'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. The Director of Safeguarding/ Safeguarding Adviser must be informed immediately safeguarding@ofql.co.uk

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Only in exceptional circumstances should a team member ever consider disposing of the image or data and must only do so with the permission of the Headteacher or equivalent and in discussion with DSL. The circumstances where this may be considered are:

- If the data or files **are not** suspected to be evidence in relation to an offence, **and**
- the continued existence of the data or file is likely to continue to cause harm to another person, **and**

- the pupil and/or the parent/carer/person with parental responsibility refuses to delete the data or files themselves.

Where it is necessary for a team member to dispose of an image, this must be done so in line with paragraph 77-79 of DFE's [Searching, Screening and Confiscation Advice](#) it is advisable to ask another team member to witness the removal of the image. The disposal of the image must be recorded in writing and reported to the DSL. Full details of the incident must also be recorded on the pupil's record.

4.5 Where there is a concern that a child is at risk of harm, the school will respond in line with the school's Safeguarding Policy. **If a child, young person or anyone else is at risk of immediate harm, the team member must inform the police straight away.**

4.6 Concerns regarding policy breaches by pupils and students will be shared with parents and carers as appropriate unless this creates a risk to the child. Appropriate action, which may include sanctions and pastoral/welfare support, will be implemented in line with our policies.

5.0 TEAM MEMBERS USE OF MOBILE AND SMART TECHNOLOGY

5.1 Team member's personal devices, including mobile phones, must be locked away and turned off or put on aeroplane mode whilst teaching or in proximity to children. If team members need to provide daytime contact details for emergency purposes, they should provide the school office number.

Team members that need to use their personal mobile phone to reset their login password or access the Group's IT systems that require two factor authentication, can do so in a room not accessed by pupils e.g. the school office or staffroom. Their personal mobile phone should only be used for this purpose and must then be turned off or put on aeroplane mode and locked away after use

Exceptional Circumstances - If a team member requires access to a personal device in exceptional circumstances, such as for medical assistance and monitoring, they will inform the Headteacher or equivalent/Operational Director. Any arrangements regarding access to personal devices in exceptional circumstances must be documented and recorded by the school.

5.2 Team members will use mobile and smart technology in accordance with the law, DFE guidance and the relevant Group and school policies.

6.0 VISITORS' USE OF MOBILE AND SMART TECHNOLOGY

- Parents/carers and visitors, including volunteers and contractors, are asked not to use their mobile phones or smart devices whilst on the school premises.
- Clear signage and information are displayed in reception to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones. All visitors will be asked to comply with these arrangements.



- **Under no circumstances should a visitor allow a pupil to use their mobile device. All devices must be passcode\password\PIN protected and locked if left unattended.**
- 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 the Mobile Device policy and other associated policies, including Safeguarding.
- 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 or equivalent 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.
- Team members are expected to challenge visitors if they have concerns about their use of mobile and smart technology and inform the DSL or Headteacher or equivalent of any breaches of the policy.

8.0 POLICY MONITORING AND REVIEW

- Technology evolves and changes rapidly. This policy will be reviewed 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. (Please see Web Filtering Policy) Any issues identified will be incorporated into our action planning.

9.0 RESPONDING TO POLICY BREACHES

- All team members are informed of the need to report policy breaches or concerns in line with existing policies and procedures as part of their induction and training.
- Should any mobile/smart device related incidents occur, team members must prioritise the pupil's immediate safety. They must remain professional and adhere to all safeguarding and confidentiality procedures.
- The DSL or deputy must be informed immediately. This must be done verbally and then followed up **on the same day** and documented on the school's electronic recording system and the Director of Safeguarding/Safeguarding Adviser notified via email: safeguarding@ofgl.co.uk
- On receipt of the information, the DSL must consider all information and then, in cases of serious concern, report this within **one working day** to the host



authority, placing authority, Operational Director, and where relevant, the Local Authority Designated Officer or local equivalent.

- **If there is suspicion that a pupil's personal device or mobile phone contains or may provide evidence relating to a criminal offence, the device must be confiscated and handed over to the police for further investigation. (Please also see 4.3)**

- After any investigations are completed, leadership team members will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- Team members, parents/carers/those with parental responsibility and pupils are required 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 team members will be informed of our complaints procedure and team members will be made aware of the Whistleblowing Policy.
- If the school is unsure how to proceed with an incident or concern, the DSL/Deputy or Headteacher or equivalent will seek advice from the Operational Director.





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