

**Outcomes
First
Group.**

**ACORN EDUCATION
AND CARE**

OptionsAutism



Hillingdon Manor School

Mobile and Smart Technology Policy

**Designated Safeguarding Leads: Grace Mullally,
Dawid Deszkiewicz and Laura Nichol**

Safeguarding Governor: Marc Cox



Schedule for Development/ Monitoring/ Review

This policy was approved by the Board of Directors/ Governing Body / Governors Sub Committee on:	9 th February 2024
The implementation of this policy will be monitored by the:	Designated Safeguarding Leads
Monitoring review will take place at regular intervals:	Annually in line with KCSIE
Should serious online/mobile device related safety incidents take place, the following external persons / agencies should be informed:	The Police and the young person’s relevant local authority
Should serious online/mobile-device related safety incidents take place, the following Outcomes First Group colleagues must be informed:	Head of Safeguarding/Group Safeguarding Adviser by emailing Safeguarding@ofgl.co.uk



Contents

1.0 Policy Statement 3
2.0 Safe use of mobile and smart technology expectations 4
3.0 Mobile phones and devices provided to staff 5
4.0 Staff use of mobile and smart technology 5
5.0 Pupils use of mobile and smart technology..... 7
6.0 Visitors' use of mobile and smart technology 8
7.0 Policy monitoring and review 9
8.0 Responding to policy breaches..... 9
9.0 Appendices 9

1.0 Policy Statement

Outcomes First Group places the safety of young people as its highest priority, including safeguarding children and young people when using digital technology and mobile devices. Whilst regulation and technical solutions are very important, their use must be balanced by educating pupils to take a responsible approach. The education of pupils in online safety and the safe use of technology is therefore an essential part of the school's provision. Children and young people need the help and support of the school to recognise and avoid online and technology-related safety risks and build their resilience.

- This policy has been developed in line with DfE guidance Keeping children safe in education 2023 (publishing.service.gov.uk) , Working Together to Safeguard Children 2018 and the local safeguarding procedures – please see Safeguarding Policy for Hillingdon Manor School 2023-24.
The purpose of this policy is to safeguard and promote the welfare of all members of the Hillingdon Manor School Community when using mobile devices and smart technology.
Hillingdon Manor recognises that safety when using mobile devices and smart technology is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using technology.
This policy applies to all access to and use of all mobile and smart technology on site; 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. The school will educate and support pupils to help them take responsibility to stay safe when using technology outside of school.



- 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 school.

This policy should read alongside, Outcomes First Group's:

- Data Protection policy
- Web Filtering policy
- Staying Safe Online
- Whistleblowing Policy
- Group Code of Conduct & Ethics (CoCE)

The school's:

- Safeguarding Policy
- Anti-bullying policy
- Peer-on-peer abuse policy
- The school's staff behaviour policy
- Complaints Policy

- [DfE guidance on Teaching Online Safety in Schools](#)
- [DFE Guidance on Sharing nudes and semi-nudes advice for education settings working with children and young people](#)
- [DFE Guidance on Searching, Screening and Confiscation](#)

2.0 Safe use of mobile and smart technology expectations

- Hillingdon Manor recognises that use of mobile and smart technologies is part of everyday life for pupils, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the school community are advised to:
 - take steps to protect their mobile phones or personal 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 their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as changing rooms or toilets.
- 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.
- 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.
- Alerts/ringtones should not be audible, and headphones/earphones should not be used.



3.0 Mobile phones and devices provided to staff

- Where contact with pupils or parents/carers is required, some members of staff will be issued with a work phone number in addition to their work email address however, school phone lines will also be made available to staff in the staff room for contact with parents.
- Staff providing formal remote learning will do so using *school* provided equipment in accordance with Outcomes First Group's Mobile Device Policy.
- School mobile phones and devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff and/or pupils with prior permission.
- School mobile phones and devices will always be used in accordance with the Group's Mobile Device Policy and other relevant policies.
- Where staff and/or pupils are using school provided mobile phones and/or devices, they will be informed prior to use via the Mobile Device Policy that activity may be monitored for safeguarding reasons and to ensure policy compliance.

4.0 Staff use of mobile and smart technology

Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant Group and School policies and procedures, such as Safeguarding, Data Protection and confidentiality and the Code of Conduct & Ethics (CoCE) and Mobile Device Policy.

Staff are advised to:

- Keep mobile phones and personal devices in a safe and secure place (e.g. locked in a locker/drawer) during lesson time.
- Keep personal mobile phones and devices switched off or set to 'silent' 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 devices during teaching periods unless written permission has been given by the headteacher/principal, such as in emergency circumstances.
- Ensure that any content brought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting learners or parents and carers. Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL and the Headteacher/Principal.
- Staff will only use equipment provided by the School (not personal devices):
 - to take photos or videos of learners in line with our image use policy.



- to work directly with learners during lessons/educational activities. - to communicate with parents/carers.
- 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/Principal, following a formal risk assessment. Staff will follow clear guidance outlined in the Group's Mobile Device Policy.
- If a member of staff breaches this policy, action will be taken in line with the CoCE and Managing Allegations Policy.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal device or to have committed a criminal offence using a personal device or mobile phone, the police will be contacted, and the Local Authority Designated Officer or equivalent will be informed in line with the Group's Managing Allegations Policy.

The Mobile Home School Contract rules are as follows:

Pupils have the option of availing of one of the 3 options below following mutual agreement with their parents:

Option 1: Pupil to leave the device at home. (We understand this is not possible for some pupils that use devices to independently travel to and from school)

Option 2: Pupil to hand their phone into reception at the start of the school day and collect it at the end. In order to do this, we will need their mobile phone number printed and put on the back of their phone to ensure it can be identified quickly and handed back to them at ease during the busy morning and afternoon transitions.

Option 3: Pupil to acknowledge the expectations and agreed to being trusted to hold their device in their bag but to not produce it in the school day.

- *The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.*
- *Pupils not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.*
- *Pupils should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.*
- *The school cannot accept responsibility for damage or loss of a mobile phone brought into school.*



- *The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.*

5.0 Pupils 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.
- Mobile phones and/or personal devices are not to be brought onsite unless the *home school contract has been signed and the rules are being adhered to. Please see appendices 1 and 2 for the home school contract and rules.*
- Should there be repeated breaches in the rules the confiscation which takes place will result in a period where pupils are not able to bring their mobile phone to school and the home school agreement will be resigned and restarted after this period.
- 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.
- Mobile phones or personal devices will not be used by learners during lessons or formal educational time.
- Pupils' personal devices and mobile phones should be kept safe and secure when on site but at on site at the risk of the pupil who brings them to school.
- **Mobile phones belonging to students who have not signed the home school agreement will be handed to a designated safeguarding lead at the start of day, kept in a locked box and will be switched off to be returned at the end of the school day.**
- If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use the phone at school reception or a designated safeguarding lead's office line.
- Parents/Carers are advised to contact their child via the school office; exceptions may be permitted on a case-by-case basis, as approved by the Headteacher/Principal. Mobile phones which have been allowed on school site for students who have signed the home/school agreement.
- If pupil requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Headteacher/Principal prior to use being permitted. Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school. Specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the pupil and/or their parents carers before use is permitted.
- Where pupils' mobile phones or personal devices are used when learning at home, this will be in accordance with the Mobile Device Policy.



- Mobile phones and personal devices (including smart watches) 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.
- Any concerns regarding a pupil's use of mobile technology or policy breaches will be dealt with in accordance with our existing policies.
- Staff may confiscate a pupil's mobile phone or device if they believe it is being used to contravene any of the Schools or Group policies.
- Searches of mobile phone or personal devices will be carried out in accordance with the DFE's [Searching, Screening and Confiscation guidance](#). Pupils' mobile phones or devices may be searched by a member of SLT, with the consent of the pupils or a parent/carer. Content may be deleted or requested to be deleted if it contravenes our policies.
- Mobile phones and devices that have been confiscated will be held in a locked box in a designated safeguarding leads office and returned to parents when they can come to collect them from school at the end of the school day.
- Appropriate action, which may include sanctions and pastoral/welfare support, will be implemented in line with the School and Group policies.
- Concerns regarding policy breaches by pupils will be shared with parents/carers as appropriate unless this creates a risk to the child.
- Where there is a concern that a child is at risk of harm, we will respond in line with the School's Safeguarding Policy.
- 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.

6.0 Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to take responsibility for any mobile equipment they bring onto site. They should be stored securely when not being used and locked with appropriate security settings (e.g. passcode/passwords/pin numbers).
- **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.**
- Appropriate information is in place and shown to visitors on arrival to inform them of our expectations for safe and appropriate use of personal devices and mobile phones.
- 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/Principal 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/Principal of any breaches of the policy.

7.0 Policy monitoring and review

- Technology evolves and changes rapidly. Hillingdon Manor 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 school community will be made aware of how the *school* will monitor policy compliance: *through school briefings and safeguarding trainings.*

8.0 Responding to policy breaches

- All members of the community 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.
- After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- Staff, parents/carers 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 staff will be informed of our complaints procedure and staff 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/Principal will seek advice from the Regional Director.

9.0 Appendices

Appendix 1

Home School Mobile Phone Contract Agreement Letter

Policy Owner: Headteacher

Policy: School Safeguarding Policy

Latest Review Date: February 2024

Next Review Date: February 2025



Dear Parents,

School Mobile Phone Contract

Hillingdon Manor School recognises that on some occasions it may be helpful for a pupil to bring a mobile phone into school, for instance, if they travel to school unaccompanied and if they use electronic devices to support their regulation on transport to and from school. We believe that pupil use of a mobile phone during the school day can be disruptive and this agreement outlines how pupil phones will be managed within our school.

Our Pupil Mobile Phone Rules:

Pupils have the option of availing of one of the 3 options below following mutual agreement with their parents:

Option 1: Pupil to leave the device at home. (We understand this is not possible for some pupils that use devices to independently travel to and from school)

Option 2: Pupil to hand their phone into reception at the start of the school day and collect it at the end. In order to do this, we will need their mobile phone number printed and put on the back of their phone to ensure it can be identified quickly and handed back to them at ease during the busy morning and afternoon transitions.

Option 3: Pupil to acknowledge the expectations and agreed to being trusted to hold their device in their bag but to not produce it in the school day.

- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Pupils not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.
- Pupils should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.
- We currently advise that the use of Smart Watches is not appropriate in school due to risks of loss and damage. Therefore, if your young person does wear a smart watch into school we cannot accept responsibility for damage or loss of a mobile phone brought into school.

Parents may want to look at the advice on www.internetmatters.org which explains how to add some parental controls to the phone and gives advice on how to keep children safe.

Please sign and return the agreement attached.



Yours sincerely,

The Hillingdon Manor Safeguarding Team

Appendix 2

Home School Agreement (to be signed by parents and pupils for mobile phones to be on site) **Hillingdon Manor School Mobile Phone Agreement**

Our Pupil Mobile Phone Rules:

Pupils have the option of availing of one of the 3 options below following mutual agreement with their parents:

Option 1: Pupil to leave the device at home. (We understand this is not possible for some pupils that use devices to independently travel to and from school)

Option 2: Pupil to hand their phone into reception at the start of the school day and collect it at the end. In order to do this, we will need their mobile phone number printed and put on the back of their phone to ensure it can be identified quickly and handed back to them at ease during the busy morning and afternoon transitions.

Option 3: Pupil to acknowledge the expectations and agreed to being trusted to hold their device in their bag but to not produce it in the school day.

- All pupils bringing a phone into school must have a good reason for doing so, and must have returned this agreement.
- The school will help children to learn about staying safe online, but recognises that the primary responsibility for online safety at home lies with parents/carers. The school will seek to work with families to help them to encourage children to adopt safe use of mobile technology.
- Pupils not following these rules will not be allowed to bring a phone into school. Any phone brought in without permission will be confiscated and only returned to a parent or carer.
- Pupils should be reminded not to take photographs or videos of people without asking and never to take them on the way into or out of school. This is because some children are not allowed to have their picture taken.
- The school cannot accept responsibility for damage or loss of a mobile phone brought into school.
- The school has the right to confiscate or search a mobile phone. In the unlikely event of needing to do this, we will endeavour to contact a parent or carer. As part of this agreement, your child should agree to unlock the phone if required by a member of staff.



Name of Child _____ Option Selected: **1 / 2 / 3** (Please circle)

Reason for needing a mobile phone in school (if applicable)

Parent/Carer: I confirm that I have explained the school rules regarding mobile phones to my child and confirm that they may take a mobile phone into school on that basis.

Parent/Carer signature _____ Date _____ Pupil:

I will follow the school mobile phone rules.

Pupil signature _____ Date _____



**Outcomes
First
Group.**

**Acorn Education And Care
National Fostering Group
Options Autism**