

**Outcomes
First
Group.**

**ACORN EDUCATION
AND CARE**

Manor House School

Mobile and Smart Technology Policy

Designated Safeguarding Lead: Rob Fauvel

Safeguarding Governor: Lee Jarrett

Schedule for Development/ Monitoring/ Review

<p>This policy was approved by the Board of Directors/ Governing Body / Governors Sub Committee on:</p>	<p>06/10/2023</p> <p>Safeguarding Governor name updated January 2024.</p>
<p>The implementation of this policy will be monitored by the:</p>	<p>Head of School at Manor House</p> <p><i>(e.g. – Online Safety Coordinator /Officer / Group, Senior Leadership Team, other relevant group)</i></p>
<p>Monitoring review will take place at regular intervals:</p>	<p><i>Annually (suggested to be at least annually unless a significant incident occurs in which case the policy must be reviewed thereafter)</i></p>
<p>Should serious online/mobile device related safety incidents take place, the following external persons / agencies should be informed:</p>	<p>Donna Tomlinson</p> <p>Donna.Tomlinson@westsussex.gov.uk</p> <p>LADO@westsussex.gov.uk</p> <p><i>e.g.: LA Safeguarding Officer, OFG Group Officials, Local Authority Designated Officer (or equivalent), DOfA (or equivalent), Police</i></p>
<p>Should serious online/mobile-device related safety incidents take place, the following Outcomes First Group colleagues must be informed:</p>	<p>Head of Safeguarding/Group Safeguarding Adviser by emailing Safeguarding@ofgl.co.uk</p>

Mobile and Smart Technology Policy.

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 mobile devices and smart technology at school/college. 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/college, to help them recognise and understand the risks and build their digital awareness and resilience (Please see the Group's *Staying Safe Online Policy*).

The purpose of this policy is to safeguard and promote the welfare of all members of the Manor House School community with regard to the use of mobile devices and smart technology in the school/college environment and is fully endorsed by the school's/college's governing body.

This policy applies to pupils, visitors, all staff, including the governing body, leadership team, teachers, support staff, external contractors, volunteers and other individuals who work for, or provide services on behalf of the school/college. 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 school/college 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 the Group's schools during the school day.

This policy has also been developed in line with :
DfE guidance [Keeping children safe in education \(KCSiE\) 2023](#);
[Working Together to Safeguard Children](#) (updated 2023);
[Searching, Screening and Confiscation 2022](#) (updated 2023) and
Scottish Government's Guidance on [Developing Policies Promote Safe Responsible Use Mobile Technology in Schools](#)

The school's/college's local safeguarding procedures (Please see the school's/college *Safeguarding Policy*).

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

- Mobile Device Policy (IT policy for staff)
- Data Protection policy
- Web Filtering policy
- Staying Safe Online
- Whistleblowing Policy
- Code of Conduct & Ethics (CoCE)
- Photography of Injuries and Medical Conditions

The school's/colleges:

- Safeguarding Policy
- Anti-bullying policy
- Child-on-child abuse policy
- Behaviour policy

- Complaints Policy
- Web Filtering policy

DFE Guidance: [Teaching Online Safety in Schools](#) and [Sharing nudes and semi-nudes advice](#)

2. Safe use of mobile and smart technology expectations

2.1 Manor House School recognises that use of mobile and smart technologies is part of everyday life for pupils, staff and parents/carers. As part of the introduction and induction to the school the Headteacher/Principal 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. All members of the school/college 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.

3. The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the school//college community; any breaches will be dealt with in line with the school's anti-bullying, behaviour and safeguarding policies.

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 Personal electronic devices, including phones, smart watches and iPads, brought onto site by pupils must be handed in at the school/college reception. They will be put into a pouch or box that blocks signals. Pupils are asked to switch the device off or put it into aeroplane mode before it is placed in the pouch or box. The devices will be stored safely in a locked cupboard until the end of the school/college day when pupils can collect them from the school/college office.

The school/college will provide devices required for learning.

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/Principal prior to use being permitted. The Headteacher/Principal will seek advice from the Clinical Team on this matter. Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the school/college. 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.

Post 16 and Further Education provisions have the opportunity to be more flexible with students who are over 16 years of age, who may well be able to have access to their mobile phones, for example when on off site visits and travelling. Manor House School do not currently allow students access to their phones.

3.2 If parents or carers need to contact the pupil during school/college hours, they should contact the school/college office on 01403 790939. If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use a school/college phone.

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.

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.

5. Where pupils' mobile phones 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.

6. Any concerns regarding a pupil's use of mobile technology or policy breaches will be dealt with in accordance with our existing policies.

3.7 This policy applies when pupils take part in off-site activities and trips during the school/college day. The pupil's personal device should be kept at the school/college and collected at the end of the school day as usual. If a pupil may require a mobile phone for safety reasons, the school/college will provide a basic mobile phone for the pupil.

On occasions where a pupil is travelling directly to an external provider's site and not coming into school/college 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/college will be carried out in accordance with the DFE's [Searching, Screening and Confiscation](#) guidance.

4.1 Schools/colleges may use screening devices to check that pupils do not have devices or other prohibited items on them in line with this policy and other school/college and group policies. The use of any screening devices in the school/college must be approved by the Headteacher/Principal and the Regional Director informed that the device/s is being used in the school/college.

4.2 Only the Headteacher/Principal, or a member of staff authorised by the headteacher, can carry out a search. The Headteacher/Principal can authorise individual members of staff to search for specific items. The Designated Safeguarding Lead (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.

4.3 Pupils' mobile phones or devices may be searched by a member of Senior Leadership Team, with the consent of the pupils or a parent/carer. If any content is found that contravenes any of the school/college or Group policies, it will be dealt with appropriately in line with these policies.

If staff 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 Group Head of Safeguarding/Safeguarding Adviser must be informed immediately safeguarding@ofgl.co.uk

- 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 any person, and the pupil and/or the parent refuses to delete the data or files themselves, a

member of staff may delete the data or files. The member of staff must inform the DSL and record the incident on the pupil's record.

- 4.4 Staff may confiscate a pupil's mobile phone or device if it is being used to contravene any of the school/college or Group policies.
- 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 or young person is at risk of immediate harm, staff must inform the police straight away.
- 4.6 Concerns regarding policy breaches by pupils will be shared with parents/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 the school/college and Group policies.

5.0 Staff use of mobile and smart technology

- 5.1 During school/college hours, members of staff will only use mobile and smart technology devices provided by the school/college that have been purchased via the Group IT Service Desk. The school/college must ensure there is a sufficient supply of company mobile devices available for staff to use on site and take with them on school/college visits and journeys off site.

Their personal devices, including mobile phones, must be locked away and turned off or put on aeroplane mode whilst on site.

If staff need to provide daytime contact details for emergency purposes, they should provide the school/college office number.

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

- 5.2 Staff will use mobile and smart technology in accordance with the law, DFE guidance and the relevant Group and school/college policies, such as Safeguarding, Data Protection and confidentiality and the Code of Conduct & Ethics (CoCE) and Mobile Device Policy.

6. Mobile phones and devices provided by the school/college

- 6.1 Devices and equipment required for teaching, learning, contacting parents/carers, or for safety reasons, will be provided by the school/college and must be used in accordance with the Group's Mobile Device Policy and other relevant policies.

2. Staff providing formal remote learning will do so using school/college provided equipment in accordance with Outcomes First Group's Mobile Device Policy and Code of Conduct & Ethics Policy.

3. School/college 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.

4. Where staff and/or pupils are using school/college provided mobile phones and/or devices, they will be informed prior to use via the Mobile Device Policy and user agreements that activity may be monitored for safeguarding reasons and to ensure policy compliance.

5. Staff will only use equipment provided by the school/college (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.

6. Staff are reminded that mobile phones and smart devices are not permitted to be used in specific areas on site, such as changing rooms or toilets.

6.7 Staff are advised to:

- Ensure that any content brought onto site via personal mobile phones and devices is compatible with their professional role and our behaviour expectations.
- Be aware that they are not permitted to use their own personal phones or devices for contacting learners or parents and carers at any time. 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.
- 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.

If a member of staff breaches this policy, action will be taken in line with the Code of Conduct & Ethics and Managing Allegations Policy.

7.0 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/college premises. They should be stored securely when not being used and locked with appropriate security settings (e.g. passcode/passwords/pin numbers). They should be switched off, or put on aeroplane mode, when at the school/college. Each setting will display a clear signage in reception asking all visitors 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.**
- Appropriate signage and information is in place to inform visitors 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/college. 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 inform the DSL or Headteacher/Principal 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.
- All members of the school/college community will be made aware of how the school/college will monitor policy compliance: This will be achieved through staff training, classroom management and liaison with Central IT Services etc.

9.0 Responding to policy breaches

- All members of 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, staff 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 Group Head 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, Regional Director, and where relevant, the Local Authority Designated Officer or local equivalent.
- **If there is suspicion that 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 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/college is unsure how to proceed with an incident or concern, the DSL/Deputy or Headteacher/Principal will seek advice from the Regional Director.

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.

- Mobile and Smart Technology Policy has been developed in line with DfE guidance [Keeping children safe in education \(KCSiE\) 2022](#), [Working Together to Safeguard Children](#) 2018 and the local safeguarding procedures LADO – Donna Tomlinson Donna.Tomlinson@westsussex.gov.uk and Tel: 0330 222 6450
- The purpose of this policy is to safeguard and promote the welfare of all members of the Manor House School community when using mobile devices and smart technology.
- Manor House School 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:

- Mobile Device Policy
- 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

- Manor House School 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.
- In accordance with our Mobile Phone policy, the unauthorized recording of audio or visual content featuring staff and students without their explicit consent is strictly prohibited. We uphold a commitment to maintaining a respectful and private environment within our institution, and this includes safeguarding the privacy and dignity of all individuals. Therefore, any attempts to record audio or visual content without proper authorization will be considered a breach of our policy and may result in disciplinary actions. We emphasize the importance of respecting the personal boundaries and rights of our staff and students, and we expect all members of our community to adhere to this policy to foster a respectful and secure learning environment.
- 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, members of staff will be issued with a work phone number in addition to their work email address. Members of the SLT, therapists and office administrator are provided with a work mobile phone in order to fulfil their role professionally.
- 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.

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.
 - 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.
- 2.1.1 Mobile phones and/or personal devices **will not** be used on site by learners
- Mobile phones or personal devices will not be used by learners during lessons or formal educational time, unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
 - The use of personal mobile phones or devices for a specific education purpose does not mean that blanket use is permitted.
 - Staff will only allow learners to use their mobile phones or personal devices as part of an educational activity, following a risk assessment, with approval from the School's Senior Leadership Team (SLT).
 - Mobile phones or personal devices can be used by learners during break or free time, but any use must be in accordance with the school's anti-bullying and behaviour policy. If pupils breach our policies, this may be revoked.
- 2.1.2 Pupils' personal devices and mobile phones should be kept safe and secure when on site.
- Pupils will hand their mobile phones in upon arrival at school. These will be handed in to a designated member of staff and locked away for the school day. Students will collect their phones at the conclusion of the school day before departing in their taxi/lift home.
 - If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use a *school* phone, either a school work mobile or the office phone.
- 2.1.2.1 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 Head of School. 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.
- 2.1.3 Where pupils' mobile phones or personal devices are used when learning at home, this will be in accordance with the Mobile Device Policy.
- 2.1.4 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.
- 2.1.5 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 secure place and released to parents/carers.

- 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). Visitors may request to lock their mobile and/or smart technology in a safe space in the school office.
- **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 signage and information is in place – this takes the form of posters - to inform visitors 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. Manor House 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: *this will be achieved through ongoing staff training and staff briefings and debriefs.*

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.



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