



Safer Use of Technology Policy

September 2026



Introduction and Aims

At Hollinswood Primary School & Nursery, the welfare and wellbeing of our pupils is paramount. The aim of the Safe use of Technology Policy is to allow users to benefit from modern technologies, whilst promoting safe and appropriate practice through establishing clear and robust guidelines. This is achieved through balancing protection against potential misuse with the recognition that mobile phones are effective communication tools. It is recognised that it is the enhanced functions of many mobile phones and other devices that cause the most concern, offering distractions and disruption to the working day, and which are the most susceptible to misuse – including the taking and distributing of indecent images, exploitation and bullying. This policy refers to all mobile communication and other technology such as personal iPads.

Scope

This policy applies to all individuals who have access to personal technology on site. This includes staff, volunteers, governors, children, parents, visitors, and contractors. The policy should be read in conjunction with:

- Keeping Children Safe in Education Policy
- Safeguarding and Child Protection Policy
- Behaviour policy
- Anti-bullying Policy
- Child on child abuse policy and procedures.
- Online Safety Policy
- Staff Handbooks
- Employee Code of Conduct

Statutory regulation

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).
- 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, iPads.

- Use of technology should be limited to non-contact times with children and in an area where no children are present.
- 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.

Personal Devices – Pupils

Hollinswood Primary School & Nursery is a mobile phone-free environment for pupils. Mobile phones and other smart technology can distract from learning, create safeguarding concerns and have the potential to be used for bullying or inappropriate communication.

Therefore:

- Pupils are not permitted to use mobile phones, smart watches with communication functions, or other smart devices during the school day, including before school activities, lessons, breaktimes, lunchtimes and after-school activities on the school site.
- Pupils are strongly discouraged from bringing mobile phones or personal smart devices onto the school premises.
- Where a parent/carers and the Headteacher agree that a pupil needs a mobile phone for safety reasons when travelling to and from school, the device must be switched off and handed to the school office immediately upon arrival.
- Any phone or smart device handed into the school office will be returned to the pupil at the end of the school day.

- Mobile phones, smart watches or other devices that are used, seen, heard, or not handed in as required will be confiscated and must be collected by a parent/carer.
- The school accepts no responsibility for loss, theft or damage to mobile phones or personal electronic devices brought onto the site.
- Mobile phones and personal smart devices are not permitted on educational visits or residential visits unless specifically authorised by the Headteacher for exceptional circumstances.
- Smart watches that are capable of sending or receiving messages, making calls, accessing the internet, taking photographs, recording audio/video, or receiving notifications must not be worn by pupils during the school day. Where worn for medical or approved safeguarding reasons, functions must be disabled as agreed with the school.

Where technology is used on or off site to bully, intimidate, harass or negatively affect the wellbeing of others, the Headteacher may apply sanctions in line with the Behaviour Policy and relevant legislation.

Volunteers, Visitors, Governors and Contractors

All visitors, volunteers, governors and contractors are expected to follow our policy whilst on the premises. This is outlined in our Visitors Information Sheet, which is shared on arrival at school. Phones must be turned off and put away. They should not be out in front of pupils unless permission has been given by the headteacher.

Parents

Parents working on a voluntary basis in school would be expected to follow our policy whilst on site. 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.

Review

This policy will be reviewed every two years.

Date Created	October 2020
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Date Reviewed	September 2026
Approved By	Health, Safety & Safeguarding Committee
Date for Review	September 2027