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Mobile Phones and Smart Devices Policy



Meadowfield

To inspire and motivate all pupils and staff who learn and work together to aspire to endless possibilities.

1. Policy aims and scope

This policy has been written by Meadowfield School, involving staff, pupils and parents/carers, building on the Kent County Council LADO Education Safeguarding Advisory Service mobile and smart technology policy template, with specialist advice and input as required.

This policy is based on guidance from the Department for Education (DfE) guidance 'Keeping Children Safe in Education' (KCSIE), 'Mobile Phones in Schools', 'Early Years Foundation Stage' (EYFS), 'Searching, screening and confiscation at school', and the local Kent Safeguarding Children Multi-agency Partnership (KSCMP) procedures.

The purpose of this policy is to safeguard and promote the welfare of all members of our community when using mobile phones and smart devices.

- Meadowfield School recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all pupils and staff are protected from potential harm when using mobile and smart devices.
- As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL) Liz Hymus (Deputy Principal) is recognised as having overall responsibility for online safety.

This policy also supports the EYFS safeguarding and welfare requirement to have clear policies and procedures for the use of mobile phones, cameras and other electronic devices with imaging and sharing capabilities.

This policy applies to all access to and use of all mobile phones, smart technology or smart devices on site. For the purposes of this policy, 'mobile phone' includes any device with similar functionality, such as the ability to send or receive messages or notifications, connect to mobile networks, or record images, audio and/or video. This may include, but is not limited to, devices with built-in mobile connectivity, smart phones, smart watches, smart glasses, fitness trackers and other wearable technology.

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/setting, collectively referred to as "staff" in this policy.

This policy supports our wider safeguarding and behaviour framework and should be read alongside our behaviour policy. It is intended to help establish and maintain a calm, safe and purposeful environment for all pupils and staff.

Meadowfield School recognises that the use of mobile and smart devices is part of everyday life for many pupils, staff and parents/carers. Pupils will be supported to develop an understanding of safe, responsible and appropriate use of technology through an embedded safeguarding approach, including through our curriculum delivery as applicable.

2. Links with other policies

Our approach to mobile phones and smart devices forms part of our wider behaviour expectations. This policy should be read alongside and is underpinned by Meadowfield School's behaviour policy.

The policy is aligned with our legal duties and safeguarding responsibilities and supports the creation of a calm, safe and supportive environment where pupils can learn, socialise and seek help without unnecessary distraction, disruption or risk. This policy should be read alongside and is underpinned by Meadowfield Schoolchild protection policy.

This policy also links with several other policies, practices and action plans, including but not limited to:

- Anti-bullying policy
- Acceptable Use Policies (AUP)
- Staff code of conduct policy
- Curriculum policies,
- Data protection

- Online Safety Policy

3. Mobile phone and smart device expectations in Meadowfield School

In line with the statutory DfE guidance 'Mobile Phones in Schools, Meadowfield School operates as a mobile phone-free environment by default. This means that pupils must not use, access, display or check personal mobile phones, or other smart devices with similar functionality, at any point during the school day, including lessons, time between lessons, breaktimes and lunchtime, unless this forms part of an agreed individual exception, adaptation or reasonable adjustment. Anything other than this default position will be by exception only.

Meadowfield School recognises that expectations regarding the use of mobile phones and smart devices must be appropriate to the age, stage, needs and context of the pupils attending the setting.

Personal devices of any kind that are brought onto site are the responsibility of the user. All members of our community are advised to:

- take steps to protect their personal mobile phones or other smart 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 personal phones or devices.

Mobile devices and other forms of smart technology capable of taking images or videos are never permitted to be used in changing rooms, toilets and/or swimming pools.

The sending of abusive or inappropriate messages or content, including via personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying, behaviour and child protection policies.

All members of the Meadowfield School community are advised to ensure that personal mobile and smart technology devices do not contain any content which may be offensive, derogatory or illegal, or which would otherwise contravene our behaviour or child protection policies.

The school will ensure that appropriate filtering and monitoring systems are in place on all school provided devices, networks and online platforms, in line with statutory safeguarding guidance, including the Prevent Duty and Keeping Children Safe in Education. For further details, please see our Child Protection Policy.

3.1 Adaptations and reasonable adjustments

While Meadowfield School expects pupils not to use or access mobile phones during the school day, we recognise our legal duties where appropriate, to make reasonable adjustments and adaptations to support individual needs. This may include circumstances relating to disability, special educational needs, medical requirements, safeguarding considerations, caring responsibilities or other specific individual circumstances.

- Meadowfield School recognises its duties under the Equality Act 2010 and is committed to ensuring that policies relating to mobile and smart technology do not disadvantage pupils with protected characteristics.
- Maintained schools have a duty under the Children and Families Act 2014 to make arrangements to support pupils with medical conditions, so that they can access education and participate fully in school life. Where a pupil requires a mobile phone or connected device to monitor or manage a medical condition, the school will consider how this can be supported safely and proportionately as part of the child's individual healthcare or support arrangements.
- The school recognises that, in addition to disabilities or medical needs, there may be other exceptional circumstances where a pupil requires limited access to a mobile phone or smart devices. Any such circumstances will be considered on an individual basis, taking into account safeguarding, wellbeing and the best interests of the child.

Any adaptations or reasonable adjustments will:

- be considered on an individual basis.
- be proportionate and necessary to meet the identified need.
- be agreed in advance by the Principal.
- be risk assessed and clearly documented.
- include clear expectations regarding use, supervision and storage of devices.
- be discussed and agreed with parents/carers and, where appropriate, the pupil before access is permitted.
- be communicated to relevant staff
- be regularly reviewed.

Where access is agreed, this will not usually mean unrestricted use. Arrangements will be limited to the specific purpose, time and location required, such as use in an agreed office or supervised space.

Adaptations and reasonable adjustments do not make pupils exempt from the school's behaviour and safeguarding expectations. Adjustments will be reviewed regularly to ensure they remain appropriate.

4. School provided mobile phones and smart devices

Where Meadowfield School provides mobile phones or other smart technology devices, these are issued for professional, safeguarding or educational purposes only and must be used in line with this policy and other relevant school policies. The provision of school devices does not alter the expectation that the school operates as mobile phone-free environments by default

Staff providing formal remote/online learning will do so using school provided equipment in accordance with our Acceptable Use Policy (AUP) Where this is not possible, any use of personal devices must be agreed in advance and subject to appropriate safeguards.

School -provided mobile phones and devices (ipads/laptops) will be protected by appropriate security measures, such as passcodes, passwords or PINs, and must only be accessed by authorised users.

School -provided devices will be used in accordance with the staff code of conduct/behaviour policy, Acceptable Use Policy and other relevant safeguarding, data protection policies.

Users of school -provided devices will be informed that activity may be monitored for safeguarding, security and policy compliance purposes, in line with data protection legislation. Monitoring will be proportionate, lawful and carried out only where there is a clear safeguarding or organisational need.

5. Staff use of personal mobile phones and smart devices to ensure professional standards and safeguarding

Staff are expected to model safe, responsible and appropriate use of technology at school. They must comply with this policy at all times and ensure that the use of mobile phones and other smart devices does not distract from, or compromise, the care, privacy, safeguarding or supervision of children.

Members of staff will ensure that the use of any mobile and smart devices, including personal phones, wearable technology and other smart devices, will take place in accordance with the law, and relevant school policy and procedures. This includes but is not limited to Confidentiality, Child Protection, Data Protection, Staff Code of Conduct and Acceptable Use Policies.

All staff are expected to uphold and enforce the school's mobile phone and smart device expectations. Staff must not use personal mobile phones or smart devices (including smart watches) for personal reasons in front of pupils during the school day. This supports staff to challenge policy breaches consistently and reinforces the expectations placed on pupils.

There may be limited circumstances where staff use of a mobile phone or smart device is appropriate for agreed professional, operational or safeguarding purposes, for example to use multi-factor authentication or respond to

an emergency. Any such use must be in line with leadership expectations, must not compromise supervision or safeguarding, and must not undermine the school's mobile phone-free expectations for pupils.

Any use of staff personal devices must be formally agreed in advance, time-limited, and subject to clear safeguarding expectations and monitoring where appropriate.

Staff are expected to:

- be responsible for ensuring that personal devices are configured appropriately so that their use complies with this policy. This includes disabling notifications, messaging, image display, recording and sharing functions where these could compromise safeguarding, professional boundaries or the learning environment. Where devices cannot be configured to meet these expectations, they must not be worn or used while on duty.
- keep personal mobile and smart devices in a safe and secure place during teaching, learning or supervision time
- ensure personal mobile and smart devices are switched off or set to 'silent' or 'do not disturb' modes during teaching sessions and other times when supervising pupils.
- disable or hide Bluetooth, 'AirDrop' or similar sharing and communication functions during teaching and learning sessions or when supervising children/pupils/students.
- not use personal mobile phones or smart devices during teaching, learning or supervision periods, unless written permission has been given in advance by the Principal/Line manager, for example, in emergency circumstances.
- ensure that any content brought onto site via personal mobile or smart devices is appropriate to their professional role and consistent with our behaviour and safeguarding expectations.

Members of staff are not permitted to use their own personal mobile or smart devices for contacting pupils or their parents/carers.

- Any pre-existing links, relationships or circumstances that may compromise this requirement will be discussed with the DSL and/or Principal and be formally recorded.

Staff will only use school provided equipment:

- to take photos or videos of pupils in line with our image use policy.
- to work directly with pupils during learning/educational activities.
- to communicate with parents/carers.

Where remote or online learning takes place, staff will use school provided equipment wherever possible, in accordance with our Acceptable Use Policies. Where the use of a personal device is unavoidable, this will be agreed in advance by the Principal/Line manager and supported by a risk assessment, clear expectations and safeguards.

Any breach of this policy by a member of staff will be managed in line with the Staff Code of Conduct Policy and Child Protection Policy.

Where there is concern that a member of staff may have accessed, created or stored illegal content on a personal or school provided device, or may have committed a criminal offence using a device, the matter will be reported to the police and the Local Authority Designated Officer (LADO) in line with our Staff Code of Conduct and Allegations Management Procedures.

6. Pupils use of mobile and smart devices

Pupils will be taught about the risks associated with mobile phone and smart device use, both in school and more broadly. This includes potential loss of focus, disruption to learning, increased risk of bullying or harassment, exposure to harmful or inappropriate content, privacy risks and the impact of online behaviour. They will also be supported to understand the benefits of a mobile phone-free environment, including improved concentration, reduced distraction, stronger peer interaction and a calmer learning environment.

Pupils will be educated about the safe, responsible, and appropriate use of mobile and smart devices. This includes understanding expected standards of behaviour, safeguarding risks and consequences of policy breaches at a level appropriate to their age and/or understanding.

Pupils will be reminded of the school's policy, including the reasons for a mobile phone-free environment and the consequences of not following expectations, at the start of each year and at regular intervals where appropriate.

Safe and appropriate use of mobile and smart devices is taught as part of an embedded and progressive safeguarding education approach, using age-appropriate resources. Further information is set out in the school child protection and relevant specific curriculum policies.
Meadowfield School will ensure that online safety considerations are reflected across all relevant policies and procedures, including behaviour, safeguarding, acceptable use, anti-bullying and educational visits policies.

Where concerns arise in relation to online activity, including incidents that occur outside the school/setting environment or during residential visits, pupils will be encouraged and supported to raise these concerns with staff.

We take a contextual safeguarding approach, recognising that children's experiences outside the school can affect their safety and wellbeing within it. We also recognise that, whatever expectations or restrictions are in place, many pupils will use mobile phones and access online content outside the school. We are committed to ensuring all pupils feel safe, supported and able to speak to safe adults about their experiences, including where these involve rule-breaking or inappropriate use, without fear of blame or automatic sanction.

The school will ensure that pupils are able to access their mobile phone or other devices, where necessary and appropriate, to report concerns to staff about issues that have occurred online. This may include enabling supported or supervised access to a device for the purpose of seeking help, reporting a concern or preserving evidence where appropriate.

Schools

Meadowfield School operates as mobile phone free environment by default. Pupils are not permitted to use personal mobile phones or smart devices with similar functionality during the school day. This applies throughout the school day, including lessons, the time between lessons, breaktimes and lunchtime.

This is achieved by:

- requiring personal mobile phones or smart devices to be handed in at the start of the school day and returned at the end of the day. These are stored in boxes in the classroom.

Any adaptations or reasonable adjustments necessary to support pupils' individual needs will be implemented in line with section 3.1.

If a pupil needs to contact their parents or carers whilst on site, they will be allowed to use a school phone.

- Parents are advised to contact their child via the school office; exceptions may be permitted on a case-by-case basis, with prior approval from the Principal/Assistant Principal.

Where pupils personal mobile or smart devices are used when learning at home, this will be in accordance with our Remote Learning AUP

Personal mobile or smart devices must not be taken into examinations. 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.

Meadowfield School recognises that some students may require access to mobile phones or smart devices as a reasonable adjustment or to support medical or individual needs. Any such arrangements will be considered on an individual basis, agreed in advance, and supported by clear safeguards and expectations as set out in section 3.1.

Meadowfield 6th Form

Meadowfield School recognises that Sixth Form students are older learners who may, on occasion, require access to mobile phones or other smart devices for learning, communication, medical or personal reasons.

Sixth Form students are expected to hand their mobile phones and smart devices to the designated member of staff at the beginning of the school day. Devices will be stored securely and returned to students at the end of the day.

Exceptions may be agreed where:

- a student requires access to a device for a medical or health-related reason, as identified within their Individual Healthcare Plan or another agreed plan;
- a device is required for a planned learning activity, such as travel training or using apps to plan and book train or bus journeys; or
- a student has permission to leave the school site during lunchtime. In these circumstances, the student may collect their device before leaving and must hand it back to staff upon returning to school.

Where access to a mobile phone or smart device is permitted, students are expected to use it responsibly, only for the agreed purpose and in a manner appropriate to the learning environment. Use must be consistent with the school's behaviour, online safety and safeguarding expectations.

Students must follow staff instructions regarding the use of their devices. They must not take photographs, make video or audio recordings, or share information about other pupils or members of staff without permission. Any inappropriate or unsafe use will be addressed in accordance with the school's Behaviour Policy and safeguarding procedures and may result in permission to access the device being withdrawn.

Early Years Provision at Meadowfield

Where screen-based technology is used with children, this will be planned, purposeful, age appropriate and supervised. Screen use will not replace face-to-face interaction, communication, physical activity, play, rest or care routines. Staff will have regard to the DfE screen use guidance for early years settings and ensure children are supported to use technology safely and appropriately.

Meadowfield School recognises that some children may require access to mobile phones or smart devices as a reasonable adjustment or to support medical or individual needs. Any such arrangements will be considered on an individual basis, agreed in advance, and supported by clear safeguards and expectations as set out in section 3.1.

Staff use of digital devices for assessment, administration, communication with parents/carers or professional purposes will be proportionate, safeguarding-led and managed so that it does not distract from, or compromise supervision, interaction, privacy or the care of children. Any images or videos of children will be taken or used in line with the setting's image use and safeguarding policies and shared only through approved secure methods.

Residential Trips

When planning residential visits, trips or activities outside the normal school day, leaders will consider whether access to mobile phones or smart devices may disrupt the educational experience, compromise supervision or create safeguarding, privacy or wellbeing risks.

The school may prohibit or restrict use where this is necessary and proportionate.

Expectations will be clearly communicated to pupils, staff and parents/carers in advance and reflected in relevant risk assessments and visit planning documentation.

7. Visitors' use of mobile phones and smart devices

Parents/carers and visitors, including volunteers and contractors, are expected to use mobile phones and smart devices in a way that safeguards our pupils and respects our policies and expectations.

In Meadowfield School this is achieved by:

- *restricting or prohibiting the use of personal mobile phones and smart devices by visitors in areas where children/pupils/students are present.*
- *permitting the use of mobile phones or smart devices only in designated areas or for specific purposes.*
- *allowing access to mobile phones or smart devices where required for professional purposes, for example as part of agreed multi-agency working arrangements, use of MFA.*

Appropriate signage and information are in place (posters/signage at entry points, leaflets, induction packs) to inform visitors of our expectations for safe and appropriate use of mobile or smart devices.

Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to comply with the setting's acceptable use of technology policy and other relevant safeguarding policies, including child protection.

Where a visitor requires access to mobile phones or smart devices as part of their role when working directly with pupils, this will be discussed and agreed in advance with the Principal or delegated senior leader.

Any agreed arrangements for visitor access to mobile or smart technology will be documented and recorded by the ***school*** and with appropriate leadership approval. Where appropriate, this may include undertaking a risk assessment.

Visitor use of mobile phones or smart devices must not include accessing, displaying, recording or sharing images or information relating to children unless this has been explicitly agreed in advance and is in line with safeguarding and data protection requirements.

Visitors must not use personal mobile phones or smart devices in any way that distracts from, or compromises, the supervision, care, privacy or safeguarding of children.

Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart devices and will report any breaches of this policy to the Lead DSL, Senior staff member or Principal.

8. Working with parents/carers

Meadowfield School recognises that effective partnership with parents/carers is essential to the successful implementation of this policy.

Parents/carers will be made aware of the rationale for the policy, including its role in supporting learning, wellbeing and safeguarding.

Where changes are made to expectations regarding mobile phones or smart devices, the school will provide parents/carers with appropriate notice and clear information about the rationale for the policy and how it will be implemented.

Parents/carers have an important role in supporting the school's mobile phone and smart device expectations. Parents/carers will be encouraged to discuss the policy at home, including the reasons for the approach, the risks associated with mobile phone use and the benefits of a mobile phone-free environment.

Parents/carers are expected to support the school approach and to work in partnership with staff to reinforce expectations, particularly where policies are breached or concerns arise.

When implementing a mobile phone-free approach, the school will consider how the policy may affect pupils travelling to and from school, including where not having access to a phone may create, or be perceived to create a risk. The school will work with parents/carers to understand and address reasonable concerns, while maintaining the expectation that pupils do not have access to mobile phones during the school day.

Parents/carers are asked not to contact pupils directly on personal mobile phones or smart devices during the school day, unless this has been specifically agreed as part of an individual exception, adaptation or reasonable

adjustment. Where parents/carers need to contact their child during the day, they should use the school office or other agreed contact route.

Where concerns or policy breaches occur, the school will seek to engage constructively with parents/carers to support positive outcomes for children.

Where individual adaptations or reasonable adjustments are required, for example to support medical needs or disabilities, these will be discussed and agreed directly with parents/carers and recorded appropriately.

Where parents/carers have questions or concerns, the school will address these in a timely manner and clearly communicate any reasons for prohibiting/restricting the use of mobile phones.

The school will seek to work constructively with parents/carers to promote children's wellbeing, including supporting safe and responsible use of mobile phones and smart technology beyond the school environment.

9. Communicating the policy

The policy will be accessible, consistent and straightforward to follow. Expectations will be clearly communicated to staff, pupils and parents/carers, including how the policy will be implemented, how concerns or breaches should be reported, and the possible consequences or sanctions where expectations are not followed.

The policy will be available to parents/carers, pupils and staff in a clear and accessible way. This will include publication on the school website, inclusion in induction materials, direct communication and ongoing reminders and throughout the year as appropriate.

10. Responding to policy breaches

All members of the community are expected to report concerns or breaches of this policy in line with existing school policies and procedures. This includes child protection and behaviour policy.

Where pupils breach this policy, the school will respond proportionately and appropriately.

- Responses will take into account the context of the behaviour, the needs of children involved and any underlying safeguarding concerns, with a focus on support, education and prevention alongside proportionate sanctions as outlined in our safeguarding and behaviour policies.
- Parents/carers will be informed of concerns or breaches as appropriate.
- Where there is a concern that a child is at risk of harm, the school/setting will respond in line with the child protection policy.

Where incidents are investigated, leadership staff will review the circumstances, identify any lessons learned and implement changes to policy, procedures or curriculum provision where required.

The school expects staff, parents/carers and pupil to work in partnership to resolve concerns and support positive outcomes.

All members of the school community are expected to respect confidentiality and to follow official procedures when reporting concerns.

Pupils and parents/carers will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.

Where the school/setting is unsure how to proceed with an incident or concern, the Designated Safeguarding Lead (DSL), a deputy DSL or the Principal will seek advice from the local authority or other relevant agencies, in line with the child protection policy.

Staff should consider whether a breach of the mobile phone policy indicates that a child may be suffering, or may be at risk of, harm. Where this may be the case, staff must follow the child protection policy and speak to the DSL without delay. The DSL will consider whether safeguarding action is required, including pastoral support, community-based early help, consultation with relevant services, or a Request for Support to the Front Door Service, in line with local safeguarding procedures.

Any sanction, including confiscation, will be lawful, proportionate and in line with the school behaviour policy. When deciding whether confiscation is proportionate, staff will consider the intended disciplinary outcome, whether there are other ways to achieve that outcome, and the pupil's individual circumstances, including age, SEND, medical needs and any relevant safeguarding considerations.

9.1 Searching, screening and confiscation of mobile phones and smart devices

Electronic devices, including mobile phones and smart devices, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, Child Sexual Abuse Imagery (CSAM), including nude or semi-nude images generated by artificial intelligence, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.

Where there are any concerns regarding pupils use of mobile phones, or smart devices, these will be dealt with in accordance with our existing policies, including anti-bullying, child protection and behaviour.
Staff may confiscate a pupil's personal mobile or smart device where they reasonably believe it is being used to contravene our school policies, for example our child protection or behaviour policy, or where confiscation is necessary to safeguard others or maintain a safe environment.

Confiscated devices will be stored securely and released to parents/carers in line with the school behaviour policy. The school will specify local arrangements for where devices are stored, who may collect them and when they will be returned. Where a device is confiscated for a longer period, the decision will be proportionate, clearly recorded and linked to the behaviour or safeguarding concern being addressed.

Where a concern involves child sexual abuse material, including nudes or semi-nude images (including AI generated content), staff will respond in line with the child protection policy. Devices will be confiscated, staff will not view the content, and the matter will be referred to the DSL without delay.

Where there is reasonable suspicion that data or files on a device may be illegal or may constitute evidence of a criminal offence, the device will be confiscated and handed over to the police for further investigation.

Mobile phones and similar smart devices are identified in the school's behaviour policy as items that may be searched for, in line with statutory powers and the DfE '**Searching, Screening and Confiscation'** guidance.

Searches of children and their possessions will only be carried out in accordance with our behaviour policy and the DfE '**Searching, Screening and Confiscation'** guidance.

Staff will respond in line with our child protection policy and follow the most appropriate safeguarding response if they find images, data or files on a child's electronic device that they reasonably suspect are likely to put a person at risk.

The DSL (or deputy) will always be informed of any searching incidents where authorised members of staff have reasonable grounds to suspect a child was in possession of prohibited items, as identified in our behaviour policy.

The DSL (or deputy) will be involved without delay if staff believe a search of a child's personal mobile or smart device has revealed a safeguarding risk.

In exceptional circumstances and in accordance with our behaviour policy and the DfE 'Searching, Screening and Confiscation' guidance, the Principal or authorised members of staff may examine or erase data or files if there is a good reason to do so.

- In determining whether there is a 'good reason' to examine images, data or files, the Principal or an authorised member of staff will need to reasonably suspect that the images, data or files on the device has been, or could be used, to cause harm, undermine the safe environment of the school and disrupt teaching, or be used to commit an offence.
- In determining whether there is a 'good reason' to erase any images, data or files from the device, the member of staff should consider whether the material found may constitute evidence relating to a suspected offence. In those instances, the data or files should not be deleted, and the device must be handed to the police as soon as it is reasonably practicable.

- If the data or files are not suspected to be evidence in relation to an offence, the headteacher or an authorised member of staff may delete the images, data or files if the continued existence of the data or file is likely to continue to cause harm to any person and the child and/or the parent refuses to delete the data or files themselves.

If the Principal or a member of staff finds any data or files that they suspect might constitute a specified offence, they will be delivered to the police as soon as is reasonably practicable.

11. Policy monitoring and review

Meadowfield School will review this policy at least annually to ensure it remains appropriate, relevant and up to date. The policy will also be reviewed following any changes to national or local guidance, identified safeguarding concerns, or significant changes to the setting's use of technology or technical infrastructure.

Governing bodies, proprietors and leaders will ensure that appropriate filtering and monitoring systems are in place and regularly reviewed, in line with KCSIE and the school's safeguarding responsibilities. These arrangements apply to school provided devices, networks and online platforms and are intended to help prevent and/or identify access to harmful or inappropriate content. Further information is set out in our Child Protection Policy.

Any issues identified through monitoring will be addressed through appropriate safeguarding responses and incorporated into action planning.

Members of the school community will be informed of expectations relating to the use of mobile and smart technology and how compliance with this policy is monitored. This may include, for example, Acceptable Use Policies, staff training, induction processes, and communication with parents/carers.

Statutory Policy Approved by Leadership Team/Governors	
Policy Adopted	September 2026
Policy Approved	November 2026
Next Review	Academic year 2027/2028