Shavington Primary School



Online Safety and Smartphone Policy

Date agreed:	December 2026	**Review date:**	December 2029

Introduction

This policy is based on the Department for Education's (DfE's) statutory safeguarding guidance, Keeping Children Safe in Education (KCSIE). It should be read in conjunction with the school's Safeguarding, Child Protection and Behaviour Policies.

Purpose

The purpose of this Online Safety and Smartphone Policy is to:

- Safeguard and protect all members of Shavington Primary School's community online.
- Identify approaches to educate and raise awareness of online safety throughout the school community.
- Enable all staff and children to work safely and responsibly, model positive behaviour online, and manage personal data and information effectively.
- Establish clear mechanisms to identify, intervene, and escalate any incident where appropriate.
- Identify the risks associated with smartphone use and establish guidelines for their use within the school environment.
- Promote awareness among pupils, staff, and families about responsible internet use.

Aims

Our school aims to:

- Have robust processes in place to ensure the online safety of children, staff, volunteers, and governors.
- Identify and support groups of children that are potentially at greater risk of harm online than others.
- Deliver an effective approach to online safety that empowers us to protect and educate the whole school community in its use of technology, including mobile and smart technology (referred to as 'mobile phones').
- Establish clear mechanisms to identify, intervene, and escalate an incident where appropriate.

Key Categories of Risk

Our approach to online safety and Smartphones is based on addressing the following categories of risk:

1. **Content:** Exposure to illegal, inappropriate, or harmful content, such as pornography, fake news, racism, misogyny, self-harm, suicide, antisemitism, radicalisation, and extremism.
2. **Contact:** Being subjected to harmful online interaction with other users, including peer pressure, commercial advertising, and adults posing as children or young adults with the intent to groom or exploit.
3. **Conduct:** Online behaviour that increases the likelihood of, or causes, harm, such as the making, sending, and receiving of explicit images (both consensual and non-consensual), online bullying, and other harmful behaviours.
4. **Commerce:** Risks associated with online gambling, inappropriate advertising, phishing, and financial scams.

Scope

This policy applies to all members of the Shavington Primary School community (including staff, children, volunteers, parents/carers, visitors, community users) who have access to and are users of school digital technology systems, both in and out of the school.

Roles and Responsibilities

Headteacher and Senior Leadership Team
The Headteacher and Senior Leadership Team are responsible for ensuring:

- The Online Safety and Smartphone Policy is implemented and compliance with the policy is monitored.
- Staff receive suitable training and development to carry out their online safety roles. · Robust reporting channels for online safety or smartphone use concerns and incidents exist (the school currently uses CPOMS reporting tool)
- Online safety and smartphone use issues are embedded in all relevant school policies and procedures.

Designated Safeguarding Lead – Joanna Young (DSL)
The DSL is responsible for:

- Leading day-to-day online safety and smartphone issues and establishing and reviewing the school's online safety and smartphone policies and procedures.
- Ensuring online safety is recognised across all safeguarding and child protection work.
- Coordinating participation in local and national online safety initiatives – including keeping up-to date training from NCA (National Crime Agency) with CEOP Ambassador, annual training and use of Smartphones for children.
- Ensuring that online safety including smartphone free training for staff is integrated, current, and relevant.

All Staff
All staff have a duty of care to ensure the safety of children and to report any concerns about online safety, including use of Smartphones to the DSL.

Staff are responsible for:

- Consistently enforcing this policy within the school.
- Modelling positive online behaviours and promoting a culture of online safety and safe smartphone usage.
- Embedding online safety in their teaching and school activities.
- Monitoring children's online activity, including smartphone use and reporting any concerns.
- Maintaining an awareness of current online safety issues and guidance.
- Minimise their use of mobile phones for personal reasons to model appropriate behaviour.

Children
Children are responsible for:

- Engaging in age-appropriate online safety education, including the use of Smart Technology
- Knowing and adhering to school rules and policies regarding the use of digital technologies.
- Respecting the feelings and rights of others both online and offline.
- Seeking help from trusted adults if they are concerned about something they have seen or experienced online.

Parents and Carers
Parents and carers have an essential role in ensuring their children use digital technologies safely and responsibly both in and out of school. Parents and carers are responsible for:

- Modelling positive online behaviours and promoting a culture of online safety and smartphone use at home.
- Discussing online safety with their children and reinforcing the school's approach and expectations.

- Keeping up to date with online safety issues and the school's Online Safety and Smartphone Policy.
- Informing the school of any online safety or smartphone concerns that may impact their child or other children at the school.

Acceptable Use

All members of the school community must adhere to the following acceptable use guidelines:

- Use school devices for educational purposes only
- Personal devices connected to the school network (for example governors requiring access for meetings) must be used in accordance with this policy
- Do not access, share, or create inappropriate content or engage in any form of online bullying.
- Report any online safety concerns to a trusted adult immediately.

Web filtering and monitoring

Shavington Primary School uses Smoothwall filtering and monitoring systems to help safeguard pupils and staff when using school technology. The filtering system blocks access to inappropriate, harmful or unsuitable online content, while monitoring software helps identify potential safeguarding concerns such as searches relating to self-harm, bullying, extremism, exploitation, violence or other risks. Alerts are reviewed by designated safeguarding staff and followed up where necessary in line with the school's safeguarding and child protection procedures. All concerns are recorded and managed through CPOMS where appropriate. Filtering and monitoring are reviewed regularly to ensure they remain effective, proportionate and compliant with statutory guidance, including Keeping Children Safe in Education (KCSIE). While filtering and monitoring systems provide an important safeguard, they do not replace the need for vigilant supervision, effective online safety education and timely reporting of concerns by all members of the school community.

Use of Work Devices Out of School

- School-owned devices may only be used outside of school for educational purposes as directed by school staff.
- Staff must ensure that sensitive information is stored securely, and devices are returned to school in good condition.
- Children must not take school devices home without prior permission and must adhere to the school's acceptable use policy at all times.

Cyberbullying

- Cyber-bullying takes place online, such as through social networking sites, messaging apps or gaming sites. Like other forms of bullying, it is the repetitive, intentional harming of one person or group by another person or group, where the relationship involves an imbalance of power.
- We will ensure that pupils understand what it is and what to do if they become aware of it happening to them or others. We will ensure that pupils know how they can report any incidents and are encouraged to do so, including where they are a witness rather than the victim.
- The school will actively discuss cyber-bullying with pupils, explaining the reasons why it occurs, the forms it may take and what the consequences can be. Class teachers will discuss cyber-bullying with their class, and the issue will be addressed in assemblies. Teaching staff are also encouraged to find opportunities to use aspects of the curriculum to cover cyber-bullying. This includes personal, social, health and economic (PSHE) education, and other subjects where appropriate. All staff, governors and volunteers (where appropriate) receive training on cyber-bullying, its impact and ways to support pupils, as part of safeguarding training.
- Where illegal, inappropriate or harmful material has been spread among pupils, the school will

use all reasonable endeavours to ensure the incident is contained. The DSL will consider whether the incident should be reported to the police if it involves illegal material, and will work with external services if it is deemed necessary to do so.

Smartphone-Free School for Pupils

Effective from January 2026, the following guidelines will be implemented:

- Pupils may not bring smartphones to school unless medically required.
- If necessary, for Year 5 and 6 only, a brick phone allowing voice calls and texts without internet access is allowed which must be handed in to the class teacher upon arrival.
- Other internet-linked devices (e.g., smartwatches) are not permitted.
- Shavington Primary School does not support children owning a smartphone for the following reasons:
    - Development of critical thinking and emotional regulation skills.
    - Encouragement of real-life social interactions.
    - Reduction of privacy risks and online dangers.
- Shavington Primary School promotes a smartphone-free environment to encourage face-to-face interaction and reduce distractions (this is during the time any child is on the school premises, school trips and residentials).
- Children are not permitted to have smartphones on school premises unless prior arrangements have been made with the Headteacher under medical grounds.
- Parents/carers are encouraged to support this policy by ensuring that children do not bring smartphones to school.
- In the event of a child having a smart phone in school, it will be reported to the DSL and reasonable steps will be made to address concerns and risks.

Risks Associated with Smartphone Use

Smartphones offer advanced features, including internet access and social media, which can lead to various risks:

- Cyberbullying: Smartphones can facilitate harassment, making it difficult for pupils to escape bullying.
- Exposure to inappropriate content: Unfiltered internet access can expose children to unsuitable material.
- Mental Health Concerns: Excessive use can contribute to anxiety and depression.
- Distraction from Learning: Smartphones can disrupt the learning process.
- Privacy and Security Risks: Children may not understand how to protect their personal information, leading to exploitation.
- Self-obsession and Personal Curation: The culture of selfies and social media can create confidence issues.

Confiscation and Sanctions

- The school reserves the right to use sanctions for breaches of the mobile phone policy, including confiscation and suspension.
- Any smartphone or internet-linked device found on school premises will be confiscated and returned only to a parent or carer.
- Brick phones are permitted for the journey to and from school for Years 5 & 6, but if they are not handed in to the class teacher during school hours, they will also be confiscated and returned to a parent or carer.
- Repeated violations may result in consequences in line with our Behaviour Policy.
- Staff are protected from liability when confiscating items if they act lawfully and proportionately.

Encouragement of Alternatives

- If parents wish to consider alternatives such as electronic tags or trackers for location monitoring instead of smartphones, we have provided a list of alternative phone options which allow for location monitoring and GPS.
- Where children are due to attend school trips or off site visits we do not allow the use of any tracking or GPS device for an individual child. This causes increased risk to all children involved and is against our safeguarding and child protection policy.

Critical Incident Management

In the event of an online safety incident, the school will:

- Follow established procedures for reporting, recording, and responding to incidents.
- Ensure that all staff are trained to manage online safety incidents effectively.
- Provide support and guidance for those affected by online safety incidents.
- Review and adapt policies and procedures following any critical incident to improve future responses.

Monitoring and Review

Shavington Primary School will regularly monitor and evaluate the implementation and effectiveness of this Online Safety Policy, including:

- Annual review of the policy and associated procedures.
- Monitoring of online safety incidents and concerns.
- Gathering feedback from the school community on the policy and its implementation.
- Keeping up-to-date with the latest online safety guidance and best practises.

Communicating the Policy

- The policy will be communicated to all members of the school community, including pupils and parents, to ensure clarity and consistency in its implementation.
- Regular reminders will be provided to pupils about the policy and its rationale.

Reporting Concerns

If any pupil, staff member, or family has concerns regarding internet or mobile phone use, they should report it to the school's Designated Safeguarding Lead (our DSL is Mrs Young and deputies are Miss Brock and Miss Le'Gallienne). All concerns will be treated seriously and addressed in line with the school's safeguarding and behavioural policies.

Conclusion

Shavington Primary School is committed to ensuring the online safety of all members of its community. This policy, along with our safeguarding policy, provides a comprehensive framework to guide the school's approach, ensuring that all stakeholders understand their roles and responsibilities in maintaining a safe online environment. It also addresses the potential dangers of smartphones while promoting responsible habits among pupils. We invite parents to collaborate with us in creating a culture of safety and respect within our school community. Together, we can help protect our pupils from the dangers of smartphones and guide them toward healthier technology use.

At Shavington Primary School, we are dedicated to creating a safe and nurturing environment for all our pupils. Recognising that mobile phones have become ever-present among children, we understand the need for a comprehensive online safety and mobile phone policy that addresses the potential dangers associated with their use. This policy aligns with our safeguarding policy and emphasises our commitment

to pupil well-being.

Alternative Options to Smart Phones

This list is not comprehensive and will be updated annually based on the changes in technology and the available devices on the market. As a school we have focussed the options firstly associated with keeping children safe and allowing a level of independence for our children in Year 5 and 6. Children in classes below Year 5 and not permitted to have any electronic communication device in school.



Nokia 105 £19.99

Sim-free mobile phone
Talk, text and wireless FM radio
Amazing battery life
Torch and snake game



Nokia 2660 Flip £50-60

Texts and phone calls
Very long lasting battery
Range of colours
Bright, colourful display (non pixelated text)
Built in FM radio, MP3 player and torch
Snake (and Tetris but you need to pay for the full game)
Single rear facing camera (no selfies!)



Nokia 5710 £74.99

Like an iPod with in-built wireless earbuds which charge when not in use
Inbuilt mp3 player with storage for thousands of songs
Inbuilt speaker
Wireless FM radio
Great sound quality
Great battery life
No wifi or whatsapp



Pinwheel £239 for the Samsung Plus 4 model or £479 Google Pixel 8A
model. Plus £13.99 monthly for the Pinwheel Caregiver Portal

Modern, reliable kid phones with built-in parent management
Device is designed to grow with your child, to meet their experience and maturity level.
You can create a contact safelist, monitor texts and calls and set schedules for when contacts and apps are available.
No web browser or social media apps, but hundreds of other vetted apps available, which you can choose to add when your child is ready, including banking, Google Maps, Spotify and Citymapper.
Inbuilt GPS locator

Sim cards
IMPORTANT – When you get a SIM card for your child's phone, make sure that it has NO DATA roaming, only calls and texts so that there is no chance that they can access the internet. Currently Asda are the only company that are offering this.