

IBTS – EASY READ – Mobile Phones and Wearable Technology Policy 2026

Staff Requirements

- **Storage & Visual Rules:** Personal mobile phones must be switched off or silenced and stored securely in your bag during working hours. Staff must never use personal mobile phones in front of children.
 - EXCEPTIONS: to log complaints or relevant company policies. To record shows, to contact administration, to play music or soundtracks.
- **Work-Only Smart Device Usage:** Smart devices may be used for **work purposes only** (e.g., logging accidents, recording attendance, checking schedules).
- **Break Restrictions:** Staff must **never** use personal smartphones during break times or while on active duty, other than for executing mandatory work duties such as logging incidents.
- **Child Safeguarding & Equipment Isolation:** * ⚠️ **Strict Rule:** Never hand your personal phone to a child or allow them to use it for any reason. This eliminates the risk of children accidentally viewing inappropriate personal data, sensitive information, or personal explicit content.
 - Never use personal devices to take photos, videos, or recordings of children. Only camp leaders may use phones to take pictures for marketing and show recording purposes.
- **Wearable Tech:** Smartwatches or fitness trackers may be worn for timekeeping only. They must not be used for messaging, calls, or photography.
- **Social Media:** Do not post or share any information, images, or opinions regarding the school, staff, or children on social media.
- **Emergencies:** Use personal phones for emergencies, personal and work related.

Rules for Children

- **Statutory Phone-Free Environment:** In line with UK statutory guidance, IBTS operates a "**Never Seen, Never Heard**" policy. Children are strongly discouraged from bringing mobile phones to site.
- **Zero Use Policy:** If children do bring phones, they must be switched off and kept inside their bags for the entire duration of the day.
- **Break and Class Restrictions:** Children are **strictly prohibited** from using mobile phones during classes **and** during designated break times.
- **Recording Ban:** Children are strictly prohibited from taking photos or videos on personal devices. Staff may use IBTS equipment to take photos upon explicit request.
- **Liability:** IBTS is not responsible for lost, stolen, or damaged personal devices.

Rules for Visitors and Parents

- **Usage:** Visitors and parents must not use phones or wearable devices in areas where children are present.
- **Photos:** Photography and recording by visitors are strictly prohibited.
- **Signage:** Clear signs are posted at entrances to remind all visitors of these rules.

Safeguarding and Compliance

- **Standards:** This policy complies with the updated **Children's Wellbeing and Schools Act statutory mandate for phone-free environments**, EYFS, Ofsted, and the latest Keeping Children Safe in Education (KCSIE) guidelines.
- **Training:** Staff receive ongoing training on online safety, child safeguarding, and digital professionalism.
- **Breaches:** Any breach of this policy by staff will result in immediate disciplinary action and may be reported to Ofsted or the Local Authority Designated Officer (LADO).

Policy Details

- **Last Reviewed:** May 28, 2026 *(Updated in line with new statutory guidance)*
- **Next Review Due:** May 28, 2027
- **Policy Owner:** Ben Whiteside, Director