📱 KEEC MOBILE PHONE AND STUDENT COMMUNICATION SAFETY POLICY

🎯 Why Do We Have These Rules?

We want everyone to feel:

✅ Safe

✅ Respected

✅ Happy

✅ Supported

Your phone can be useful, but it must be used responsibly.

🛡 KEEP PERSONAL INFORMATION SAFE

DO ✅

- **Keep your phone number private unless you know the person you are giving it to and have met them in person.**
- **Keep passwords private.**
- **Tell staff if someone asks for personal information.**
- **Ask permission before sharing photos.**

DON'T ❌

- **Share phone numbers without permission.**
- **Share addresses or personal details.**
- **Share information about students, staff, or past students.**
- **Give out someone else's social media account details.**

Remember: GDPR means everyone's personal information must be kept private and safe.

🐎 KEEP KINGSLEIGHS INFORMATION PRIVATE

DO ✅

- **Talk to staff if you have concerns.**
- **Ask staff if you are unsure what can be shared.**
- **Keep Kingsleighs a safe space for everyone and the horses.**

DON'T ❌

Do not post or discuss:

❌ Daily activities at Kingsleighs

❌ What happened during lessons

❌ Information about students

❌ Information about staff

❌ Information about horses

❌ Horse health issues

❌ Horse behaviour

❌ Horse owners

❌ Accidents or incidents

📸 PHOTOS AND VIDEOS

DO ✅

- **Ask first.**
- **Follow staff instructions.**
- **Respect other people's wishes.**

DON'T ❌

- **Take secret pictures.**
- **Take videos without permission.**
- **Put photos online without permission.**
- **Share videos of students, staff, or horses.**

💬 CONTACTING OTHER STUDENTS

DO ✅

- **Be kind.**
- **Be respectful.**
- **Use appropriate language.**
- **Stop contacting someone if they ask you to stop.**

- Contact them during appropriate hours of the day
- Do stop contacting them if you do not get a reply

DON'T ❌

- Send upsetting messages.
- Send rude messages.
- Bully anyone online.
- Repeatedly message someone who does not want contact.
- Share rumours or gossip.

🚩 WARNING SIGNS

Tell a member of staff if someone is:

⚠️ Sending you lots of unwanted messages

⚠️ Asking for personal information

⚠️ Making you feel worried or uncomfortable

⚠️ Asking for photographs

⚠️ Being rude, threatening or bullying

⚠️ Contacting you after you asked them to stop

⚠️ Pretending to be somebody else online

📱 BEING RESPECTFUL

Using a phone or social media does not mean somebody has to reply straight away.

Everyone has the right to their own time, privacy, and personal space.

DO ✅

- Be patient when waiting for a reply.
- Respect other people's boundaries.
- Contact people at reasonable times of the day.
- Accept if someone does not want to continue a conversation.
- Speak to staff if you are unsure about appropriate communication.

DON'T ❌

- **Send repeated messages because someone has not replied.**
- **Keep calling, messaging, or tagging someone to get their attention.**
- **Become upset or angry if someone does not respond straight away.**
- **Contact people late at night or very early in the morning unless it is an emergency.**
- **Use different apps, accounts, or phone numbers to continue contacting someone.**
- **Pressure someone into replying.**

⏰ RESPECT OTHER PEOPLE'S TIME

Before sending a message, think:

🤔 Is this a good time to message?

🤔 Could this wait until tomorrow?

🤔 Would I be happy receiving this message at this time?

Many people have:

- **Family time**
- **College work**
- **Jobs**
- **Appointments**
- **Time to rest and sleep**

A lack of reply does not mean someone is being rude. It usually means they are busy and will reply when they can.

🚩 WHEN CONTACT BECOMES INAPPROPRIATE

Contact may be inappropriate if someone:

⚠️ Sends repeated messages after receiving no reply

⚠️ Messages late at night regularly

⚠️ Keeps contacting someone after being asked to stop

⚠️ Uses different accounts to contact someone

⚠️ Makes someone feel pressured to reply

⚠️ Makes someone feel uncomfortable, worried, or unsafe

If this happens, save the messages and tell a member of staff, parent, carer, or trusted adult.

Remember: *"No reply is a reply."*

If somebody has not replied, give them space and wait for them to contact you when they are ready.

🌟 **THINK BEFORE YOU POST**

Ask yourself:

Is it TRUE?

Is it KIND?

Is it NECESSARY?

Is it SAFE?

If the answer is NO, do not post it.

IF YOU ARE WORRIED

You can speak to:

👩‍🏫 **Any member of Kingsleighs staff**

👪 **Parent or carer**

🤝 **Trusted adult**

🛡 **Safeguarding Lead**

You will be listened to and supported.

WHAT SHOULD I DO?

🚩 **Someone is contacting me in a way I do not like**

START



Do the messages make you feel upset, worried or uncomfortable?

NO → Block the person if needed and move on.

YES

Stop replying.



Take a screenshot or save the message.



Block the person if it is safe to do so.



Tell a member of staff, parent, carer or trusted adult.



Staff will help decide what happens next.



SAFE AND SUPPORTED