# Mobile and Smart Technology Policy Including Mobile Phones and Cameras

**Key Details**

Designated Safeguarding Leads: Isabel Harvey & Denise Traylor

Committee Member with lead responsibility: Sharonjit Bhangu

Date written/updated: September 2023

Date agreed and ratified by Committee: October 2023

Date of next review: September 2024

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

## **Policy aims and scope**

* + This policy has been written by Hersden Under 5’s Project, involving staff, and parents/carers, building on Kent County Councils Education Safeguarding Service’s mobile and smart technology policy template.
  + It takes into account the DfE statutory guidance ‘[Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)’, [Early Years and Foundation Stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)’ ‘[Working Together to Safeguard Children](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)’, and the local [Kent Safeguarding Children Multi-agency Partnership](https://www.kscb.org.uk/) (KSCMP) procedures.
  + The purpose of this policy is to safeguard and promote the welfare of all members of our community when using mobile devices and smart technology.
    - Hersden Under 5’s Project recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all children and staff are protected from potential harm when using mobile and smart technology.
    - As outlined in our Child Protection Policy, the Designated Safeguarding Lead (DSL), is recognised as having overall responsibility for online safety.
* This policy applies to all access to and use of all mobile and smart technology on site; this includes but is not limited to mobile/smart phones, cameras and personal devices such as tablets, e-readers, games consoles and wearable technology, such as smart watches and fitness trackers, which facilitate communication or have the capability to record sound and/or images.
* This policy applies to children, parents/carers and all staff, including the committee, visitors, volunteers, students and other individuals who work for, or provide services on behalf of the setting (collectively referred to as “staff” in this policy).

## **Links with other policies**

* + This policy links with several other policies, practices and action plans, including but not limited to:
* Promoting Positive Behaviour
* Behaviour and discipline policy
* Child protection policy
* Staff code of conduct
* Confidentiality policy
* Early Years Practice Policies
* Record keeping policy

## **Safe use of mobile and smart technology expectations**

* Hersden Under 5’s Project recognises that use of mobile and smart technologies is part of everyday life for many children, staff and parents/carers.
* Electronic 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.
* The use of mobile phones is prohibited, for staff, parents, volunteers, students and visitors, while children are in attendance, unless permission is granted by the Manager or Supervisor and use is supervised.
* Staff, volunteers, students and visitors must place their personal devices, including phones and image recording devices, into the secure box in the office.
* Mobile devices and other forms of smart technology are not permitted to be used in specific areas on site; this includes changing rooms and toilets.
  + The sending of abusive or inappropriate messages or content, including via personal mobile devices and/or smart technology 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 Hersden Under 5’s Project are advised to ensure that their 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.

## **Hersden Under 5’s Project provided mobile phones and devices**

* Hersden Under 5’s Projects mobile phone and devices (Chromebook, laptops, tablets) will be suitably protected via a passcode and must only be accessed or used by members of staff, students or supervised children.
* Setting mobile phones and devices will always be used in accordance with our staff code of conduct/behaviour policy, acceptable use of technology policy and other relevant policies.

## **Staff use of mobile and smart technology**

* Members of staff will ensure that use of any mobile and smart technology, including personal phones, wearable technology and other mobile/smart devices, will take place in accordance with the law, as well as relevant setting policy and procedures, including confidentiality, child protection, data security staff behaviour/code of conduct and Acceptable Use Policies.
* Staff will be advised to:
  + - * + Keep personal mobile and smart technology devices in a safe and secure place, the metal box in the office during session time.
        + Ensure that Bluetooth or other forms of communication, such as ‘airdrop’, are hidden or disabled during session times.
        + Not use personal mobile or smart technology devices in the playroom during teaching periods.
        + Ensure that any content bought onto site via personal mobile and smart technology devices is compatible with their professional role and our behaviour expectations.
* Members of staff are not permitted to use their own personal mobile and smart technology devices for contacting children or parents and carers.
  + Any pre-existing relationships or circumstance, which could compromise staff’s ability to comply with this, will be discussed with the DSL and manager.
* Staff will only use setting provided equipment (not personal devices):
  + - * to take photos or videos of children.
      * to work directly with children during lessons/educational activities.
      * to communicate with parents/carers.
    - If a member of staff breaches our policy, action will be taken in line with our staff behaviour policy/code of conduct, child protection policy and/or allegations policy.
    - If a member of staff is thought to have illegal content saved or stored on a personal mobile or other device or have committed a criminal offence using a personal device or mobile phone, the police will be contacted, and the LADO (Local Authority Designated Officer) will be informed in line with our allegations policy.

## **Children/pupils/students use of mobile and smart technology**

* Children will be educated regarding the safe and appropriate use of mobile and smart technology, including tablets and the internet, and will be made aware of behaviour expectations.
* Safe and appropriate use of mobile and smart technology will be taught to children as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection and relevant specific curriculum policies.
* Personal mobile or smart technology devices are not permitted on site for children.
* Staff may remove a personal mobile or smart technology device if found in a child’s belongings, this would be placed in a safe place out of reach of children, to be returned to the parent or carer on collection of the child.

## **Visitors’ use of mobile and smart technology**

* Appropriate signage and information are in place to inform visitors of our expectations for safe and appropriate use of personal mobile or smart technology.
* Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use mobile and smart technology in accordance with our acceptable use of technology policy and other associated policies, including child protection.
* If visitors require access to mobile and smart technology, for example when working with children as part of multi-agency activity, this will be discussed with the manager or supervisor prior to use being permitted.
* Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart technology and will inform the DSL or headteacher/manager of any breaches of our policy.

## **Policy monitoring and review**

* Technology evolves and changes rapidly. Hersden Under 5’s Project will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
* Full information about the appropriate filtering and monitoring systems in place are detailed in our child protection policy. Any issues identified as a result of our monitoring approaches will be incorporated into our action planning.

## **Responding to policy breaches**

* + All members of the community are informed of the need to report policy breaches or concerns in line with existing setting policies and procedures.
  + Where children breach this policy:
    - concerns will be shared with parents/carers as appropriate.
    - we will respond in line with our child protection policy, if there is a concern that a child is at risk of harm.
  + After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
  + We require staff, parents/carers and children to work in partnership with us to resolve issues.
  + All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
  + Parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
  + If we are unsure how to proceed with an incident or concern, the DSL (or a deputy) will seek advice from Kent County Councils Education Safeguarding Service or other agency in accordance with our child protection policy.

**Hersden Under 5’s Project**

# Social Media Policy

**Key Details**

**Designated Safeguarding Leads: Isabel Harvey, Denise Traylor**

**Committee Member with lead responsibility: Sharonjit Bhangu**

Date written/updated: September 2023

Date agreed and ratified by Management Committee: October 2023

Date of next review: September 2024

This policy will be reviewed **at least** annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.

## **Policy aims and scope**

* + This policy has been written by Hersden Under 5’s Project, involving staff, and parents/carers, building on Kent County Councils Education Safeguarding Service’s mobile and smart technology policy template.
  + It takes into account the DfE statutory guidance ‘[Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2)’, [Early Years and Foundation Stage](https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2)’ ‘[Working Together to Safeguard Children](https://www.gov.uk/government/publications/working-together-to-safeguard-children--2)’, and the local [Kent Safeguarding Children Multi-agency Partnership](https://www.kscb.org.uk/) (KSCMP) procedures.
  + The purpose of this policy is to safeguard and promote the welfare of all members of Hersden Under 5’s Project community when using social media.
    - Hersden Under 5’s Project recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all children and staff are protected from potential harm when using social media.
    - As outlined in our child protection policy, the Designated Safeguarding Lead (DSL), is recognised as having overall responsibility for online safety.
  + The policy applies to all use of social media; the term social media includes, but is not limited to, blogs, wikis, social networking sites, forums, bulletin boards, online gaming, apps, video/photo sharing sites, chatrooms and instant messenger apps or other online communication services.
* This policy applies to children, parents/carers and all staff, including the committee, visitors, volunteers and students and other individuals who work for, or provide services on behalf of the setting (collectively referred to as “staff” in this policy).

## **Links with other policies**

* This policy links with several other policies, practices and action plans, including but not limited to:
* Promoting Positive Behaviour
* Behaviour and discipline policy
* Child protection policy
* Staff code of conduct
* Confidentiality policy
* Early Years Practice Policies
* Record keeping policy

## **General social media expectations**

* Hersden Under 5’s Project believes everyone should be treated with kindness, respect and dignity. Even though online spaces may differ in many ways, the same standards of behaviour are expected online as offline, and all members of our community are expected to engage in social media in a positive and responsible manner.
* All members of our community are advised not to post or share content that may be considered threatening, hurtful or defamatory to others on any social media service.
* Concerns regarding the online conduct of any member of Hersden Under 5’s Project community on social media will be taken seriously. Concerns will be managed in accordance with the appropriate policies.

## **Staff use of social media**

* The use of social media during setting hours for personal use is not permitted for staff.
* Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of our code of conduct.
* The safe and responsible use of social media sites will be discussed with all members of staff as part of staff induction. Advice will be provided and updated via staff training and additional guidance and resources will be shared with staff as required on a regular basis.
* Any complaint about staff misuse of social media or policy breaches will be taken seriously in line with our child protection and allegations against staff policy.

### **4.1 Reputation**

* All members of staff are advised that their online conduct on social media can have an impact on their role and reputation within the setting. Civil, legal or disciplinary action may be taken if staff are found to bring the profession or institution into disrepute, or if something is felt to have undermined confidence in their professional abilities.
* All members of staff are advised to safeguard themselves and their privacy when using social media. This may include, but is not limited to:
* Setting appropriate privacy levels on their personal accounts/sites.
* Being aware of the implications of using location sharing services.
* Opting out of public listings on social networking sites.
* Logging out of accounts after use.
* Using strong passwords.
* Ensuring staff do not represent their personal views as being that of the setting.
* Members of staff are encouraged not to identify themselves as employees of Hersden Under 5’s Project on their personal social networking accounts; this is to prevent information being linked with the setting and to safeguard the privacy of staff members.
* All staff are expected to ensure that their social media use is compatible with their professional role and is in accordance our policies and the wider professional reputation and legal framework. All members of staff are encouraged to carefully consider the information, including text and images, they share and post on social media.
* Information and content that staff members have access to as part of their employment, including photos and personal information about children and their family members or colleagues, will not be shared or discussed on social media sites.
* Members of staff will notify the leadership team immediately if they consider that any content shared on social media sites conflicts with their role.

### **4.2 Communicating with children and their families**

* Staff will not use any personal social media accounts to contact children or their family members.
* All members of staff are advised not to communicate with or add any current parents or family members, as ‘friends’ on any personal social media accounts.
* Any communication from children and parents/carers received on personal social media accounts will be reported to the DSL (or deputy).
* Any pre-existing relationships or situations, which mean staff cannot comply with this requirement, will be discussed with the DSL.

## **Official use of social media**

* Hersden Under 5’s Project official social media channel is Facebook.
* The official use of social media sites by Hersden Under 5’s Project only takes place with clear educational or community engagement objectives and with specific intended outcomes and once the use has been risk assessed.
* Official social media sites are suitably protected and linked to our website.
  + - * Facebook has been set up as distinct and dedicated accounts for official educational or engagement purposes only.
* Facebook use will be conducted in line with existing policies, including but not limited to anti-bullying, image/camera use, data protection, confidentiality and child protection.
* All communication on official social media platforms by staff on behalf of the setting will be clear, transparent and open to scrutiny. Public communications on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague.
* We will ensure that any official social media use does not exclude members of the community who are unable or unwilling to use social media channels.
* Members of staff who follow and/or like our official social media channels will be advised to use dedicated professionals accounts where possible, to avoid blurring professional boundaries.
* If members of staff are managing and/or participating in online social media activity as part of their capacity as an employee of the setting, they will:
  + Be aware they are an ambassador for the setting.
  + Be professional, responsible, credible, fair and honest, and consider how the information being published could be perceived or shared.
  + Always act within the legal frameworks they would adhere to within the workplace, including libel, defamation, confidentiality, copyright, data protection and equalities laws.
  + Follow our image use policy at all times, for example ensuring that appropriate consent has been given before sharing images.
  + Not disclose information, make commitments or engage in activities on behalf of the setting, unless they are authorised to do so.
  + Not engage with any private or direct messaging with current or past children or their family members.
  + Inform the DSL (or deputy) of any concerns, such as criticism, inappropriate content or contact from children.

## **Policy monitoring and review**

* Technology evolves and changes rapidly. Hersden Under 5’s Project will review this policy at least annually. The policy will be revised following any national or local policy updates, any local concerns and/or any changes to our technical infrastructure.
* We will regularly monitor internet use taking place via our provided devices and systems and evaluate online safety mechanisms to ensure that this policy is consistently applied. Any issues identified will be incorporated into our action planning.

## **Responding to policy breaches**

* + All members of the community are informed of the need to report policy breaches or concerns in line with existing setting policies and procedures.
  + After any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
  + We require staff, parents/carers and children to work in partnership with us to resolve issues.
  + All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
  + Parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
  + If we are unsure how to proceed with an incident or concern, the DSL or deputy will seek advice from Kent County Councils Education Safeguarding Service or other agency in accordance with our child protection policy.