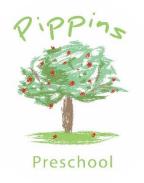# Pippins Preschool

Mobile and Smart Technology Policy

Key Details

Designated Safeguarding Lead: Julie O'Neill, Deputy Manager

Deputy Safeguarding Lead: Rachel French, Preschool Practitioner

Registered Person with lead responsibility Nicola Setford, Manager

Date written/updated: September 2024

Date of next review: September 2025

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.

1. Policy aims and scope

- This policy has been written by Pippins Preschool, involving staff, building on Kent County Councils LADO and Education Safeguarding Advisory Service mobile and smart technology policy template, with specialist advice and input as required.
- It takes into account the Department for Education (DfE) statutory guidance 'Keeping Children Safe in Education' (KCSIE), Early Years and Foundation Stage (EYFS) 'Working Together to Safeguard Children' (WTSC), the DfE non-statutory guidance 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 devices and smart technology.
  - Pippins Preschool 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), Julie O'Neill and Manager Nicola Setford, are 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 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 leadership team, preschool teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

2. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
  - Anti-bullying policy
  - Acceptable Use Policies (AUP)
  - Staff discipline policy
  - Image use policy
  - Child protection policy
  - Staff code of conduct/staff behaviour policy
  - Confidentiality policy
  - GDPR
  - E-safety Safety
  - Social media

3. Safe use of mobile and smart technology expectations

- Pippins Preschool 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.
- 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 Pippins Preschool community 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.

4. Setting provided mobile phones and devices

- Setting mobile phones and devices will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff.
- Setting mobile phones and/or devices will always be used in accordance with our staff code of conduct and acceptable use of technology policy.
- Where staff are using setting provided mobile phones and devices, they will be informed prior to use via our Acceptable Use Policy (AUP) that activity may be monitored for safeguarding reasons and to ensure policy compliance.

5. 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, GDPR, 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 in the draw in the kitchen during lesson time.
  - Not use personal mobile or smart technology devices during teaching periods, unless permission has been given by the manager, such as in emergency circumstances.

- 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 in line with our image use policy.
    - to work directly with children during lessons/educational activities.
    - to communicate with parents/carers.
- Where remote training takes place, staff will use setting provided equipment. If this is not available, staff will only use personal devices with prior approval from the manager, following a formal risk assessment. Staff will follow clear guidance outlined in the Acceptable Use Policy
- If a member of staff breaches our policy, action will be taken in line with our staff code of conduct, child protection policy and allegations against staff 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 against staff policy.

6. Children use of mobile and smart technology

- Children will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, and will be made aware of behaviour expectations and consequences for policy breaches.
- 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 E-Safety policy.
- Personal mobile or smart technology devices are not permitted on site for children.

7. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:

    - Mobile phones and personal devices are kept in their bags or pockets and not used around the children
    - Volunteers who are working with the children must leave their phone in the draw where staff keep their
    - They must leave the premises to use mobile phones

- 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 prior to use being permitted.
    - o Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the setting. This may include undertaking appropriate risk assessments if necessary.
- 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 manager of any breaches of our policy.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Pippins Preschool 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 monitor internet and technology use taking place via all setting provided devices and systems and regularly evaluate online safety mechanisms to ensure this policy is consistently applied. Any issues identified as a result of our monitoring approaches will be incorporated into our action planning.
- All members of the community will be made aware of how the setting will monitor policy compliance:

9. 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. This includes
    - o Child protection
    - o Behaviour policy
    - o Acceptable Use of Technology
    - o Whistleblowing
- 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.
- Children 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 Julie O'Neill, Deputy DSL Rachel French or manager Nicola Setford will seek advice from Kent County Council or other agencies, as appropriate, in accordance with our child protection policy.

Pippins Preschool

Social Media Policy

Key Details

Designated Safeguarding Lead: Julie O'Neill, Deputy Manager

Deputy Safeguarding Lead: Rachel French, Preschool Practioner

Named person with lead responsibility Nicola Setford, Manager

Date written/updated: September 2024

Date of next review: September 2025

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.

1. Policy aims and scope

- This policy has been written by Pippins Preschool involving staff building on Kent County Councils LADO and Education Safeguarding Advisory Service Social Media policy template, with specialist advice and input as required.
- It takes into account the Department for Education (DfE) statutory guidance 'Keeping Children Safe in Education' (KCSIE, Early Years and Foundation Stage (EYFS) 'Working Together to Safeguard Children'(WTSC) 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 Pippins Preschool community when using social media.
  - Pippins Preschool 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), Julie O'Neill and Manager Nicola Setford are 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 leadership team, preschool teachers, support staff, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy).

2. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
  - Anti-bullying policy
  - Acceptable Use Policies (AUP)
  - Staff discipline policy
  - Image use policy
  - Child protection policy
  - Staff code of conduct/staff behaviour policy
  - Confidentiality policy
  - Curriculum policies
  - GDPR
  - Mobile and smart technology
  - E-Safety

3. General social media expectations

- Pippins Preschool 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.

- We will restrict staff access to social media via our filtering and monitoring systems which are applied to all setting provided devices and systems; further information on how this is achieved in addressed in our child protection policy.

- Inappropriate or excessive use of social media during setting hours or whilst using setting devices may result in removal of internet access and/or disciplinary action.

- Concerns regarding the online conduct of any member of Pippins Preschool community on social media will be taken seriously. Concerns will be managed in accordance with the appropriate policies, including anti-bullying, allegations against staff, behaviour, staff behaviour/code of conduct, Acceptable Use Policies, and child protection.

4. Staff use of social media

- The use of social media during setting hours for personal use is not permitted for staff unless they are on their lunch breaks and on their own devices.

- Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of our code of conduct/behaviour policy and acceptable use of technology policy.

- 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:
  - o Setting appropriate privacy levels on their personal accounts/sites.
  - o Being aware of the implications of using location sharing services.
  - o Opting out of public listings on social networking sites.

- o Logging out of accounts after use.
- o Using strong passwords.
- o 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 Pippins Preschool 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/pupils/students 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 or past children or their 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) and the manager.
- Any pre-existing relationships or situations, which mean staff cannot comply with this requirement, will be discussed with the DSL and the manager. Decisions made and advice provided in these situations will be formally recorded to safeguard children members of staff and the setting.
- If ongoing contact with children is required once they have left the setting, members of staff will be expected to use existing alumni networks, or use official setting provided communication tools.

5. Official use of social media

- Pippins official social media channels are
  - o Facebook
- The official use of social media sites by Pippins Preschool only takes place with clear educational or community engagement objectives and with specific intended outcomes and once the use has been formally risk assessed and approved by the manager prior to use.
- Official social media sites are suitably protected and, where possible, linked to our website.
  - o Official social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only.

- - Staff use setting provided email addresses to register for and manage official social media channels.
  - Leadership staff have access to account information and login details for our social media channels, in case of emergency, such as staff absence.
- Official social media use will be conducted in line with existing policies, including but not limited to anti-bullying, image 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.
- Parents/carers and children will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community.
- Parents and carers will be informed of any official social media use with children, any official social media activity involving children will be moderated if possible and written parental consent will be obtained as required.
- 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:
  - Read and understand our Acceptable Use Policy.
  - Where they are running official accounts, sign our social media Acceptable Use Policy.
  - 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 their DSL (or deputy) and manager of any concerns, such as criticism, inappropriate content or contact from children/pupils/students.

6. Children use of social media

- Children at Pippins Preschool are not at an age where they have access to Social Media. They do not have access to social media, You Tube or any games at Pippins Preschool.

7. Policy monitoring and review

- Technology evolves and changes rapidly. Pippins Preschool 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.
- All members of the community will be made aware of how the setting will monitor policy compliance:

8. 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. This includes
  - Chid protections
  - Behaviour
  - Acceptable Use of Technology
  - Mobile and Smart Technology
  - Whistleblowing

- 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.
- Children, 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) or manager will seek advice from Kent County Council or other agencies, as appropriate, in accordance with our child protection policy.