

CHEVENING SCHOOL NURSERY



Mobile and Smart Technology Policy

Key Details

Designated Safeguarding Lead (s): Suzanne Lingard

Named Governor with lead responsibility: Kelly Stiff

Date written/updated: January 2023

Date agreed and ratified by Governing Body February 2023

Date of next review: January 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.

1. Policy aims and scope

- This policy has been written by Chevening School Nursery, involving staff, children and parents/carers, building on The Education People’s mobile and smart technology policy template with specialist advice and input as required, taking into account the DfE statutory guidance ‘[Keeping Children Safe in Education](#)’ 2022, [Early Years and Foundation Stage](#) 2021, ‘[Working Together to Safeguard Children](#)’ 2018, 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 the nursery community when using mobile devices and smart technology.
 - Chevening School Nursery 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), Suzanne Lingard, 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 mobile 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 governing body, leadership team, 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:
 - Acceptable Use Policies (AUP)
 - Social Media Policy
 - Behaviour policy
 - Child protection/Safeguarding policy
 - Code of conduct/staff behaviour policy
 - Confidentiality policy
 - Curriculum policy
 - Data security

3. Safe use of mobile and smart technology expectations

- Chevening School Nursery 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 the nursery community are advised to:

- take steps to protect their mobile phones or personal 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 their phones or devices.
- Mobile phones and personal devices are not permitted to be used in specific areas on site, such as changing rooms and toilets/bathrooms
- The sending of abusive or inappropriate messages or content, including via personal smart devices and mobile phones is forbidden by any member of the community; any breaches will be dealt with in line with our policies.
- All members of the nursery community are advised to ensure that their mobile phones and personal 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. Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personal phones and mobile devices, will take place in accordance with the law, as well as relevant nursery policies and procedures, such as confidentiality, child protection, data security staff behaviour/code of conduct and Acceptable Use Policies. Staff will be advised to:
 - Keep mobile phones and personal devices in a safe and secure place, in a locked cupboard or the kitchen area during session times.
 - Keep personal mobile phones and devices switched off or set to 'silent' mode during lesson times.
 - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
 - Not use personal 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 phones and devices is compatible with their professional role and our behaviour expectations.
- Members of staff seek permission from parents to allow them to be contacted by WhatsApp from staff's own personal phones. Staff are also asked to give permission for this form of communication. This is only between keypersons and key children parents and only used during term time and between the hours of 8am to 4pm.
 - Any pre-existing relationships or circumstance, which could compromise staff's ability to comply with this, will be discussed with the DSL.
- 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.

- Where remote learning activities take 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 behaviour policy/code of conduct policies.
- If a member of staff is thought to have illegal content saved or stored on a mobile phone or personal 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.

5. Childrens use of mobile and smart technology

Children will be educated regarding the safe and appropriate use of mobile and smart technology. They will be made aware of behaviour expectations when using these.

Safe and appropriate use of mobile and smart technology will be taught to children using age-appropriate language and resources. Further information is contained within our child protection and relevant specific curriculum

Mobile phones and/or personal devices will not be used on site by children

6. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
 - Mobiles and personal devices are not permitted to be used when children are present and can only be used in specific areas ie disabled toilet and kitchen area.
- Appropriate signage and information are in place to inform visitors of our expectations for safe and appropriate use of personal devices and mobile phones.
- 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.
 - 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.

7. Policy monitoring and review

- Technology evolves and changes rapidly. Chevening School Nursery 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: eg staff training, nursery emails and blog; induction and management meetings.

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.
- Where this policy is breached:
 - appropriate sanctions and welfare support will be implemented in line with our behaviour 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.
- 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 the Education People's Education Safeguarding Service or other agency in accordance with our child protection policy.

CHEVENING SCHOOL NURSERY

Social Media Policy



Key Details

Designated Safeguarding Lead: SUZANNE LINGARD

Named Governor with lead responsibility: KELLY STIFF

Date written/updated: JANUARY 2023

Date agreed and ratified by Governing Body

Date of next review: JANUARY 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.

1. Policy aims and scope

- This policy has been written by CHEVENING SCHOOL NURSERY, involving staff, children and parents/carers, building on The Education People's social media policy template with specialist advice and input as required, taking into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2021, [Early Years and Foundation Stage](#) 2021 (if applicable) '[Working Together to Safeguard Children](#)' 2018 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 the nursery community when using social media.
 - The nursery 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), **SUZANNE LINGARD** 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 governing body, leadership team, 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:
 - Acceptable Use Policies (AUP)
 - Behaviour and discipline policy
 - Child protection policy
 - Code of conduct/staff behaviour policy
 - Confidentiality policy
 - Curriculum policy
 - Data security
 - Mobile and smart technology

3. General social media expectations

- CHEVENING SCHOOL NURSERY 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 the nursery community are expected to engage in social media in a positive and responsible manner.

- All members of the nursery 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 control learner and staff access to social media whilst using [setting](#) provided devices on site. (at present no internet access).
- The use of social media or apps, for example as a formal remote learning platform will be robustly risk assessed by the DSL and [manager](#) prior to use. Any use will take place in accordance with our [remote learning Acceptable Use Policy](#).
- Concerns regarding the online conduct of any member of the nursery community on social media will be taken seriously. Concerns will be managed in accordance with the appropriate policies.

4. 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/behaviour policy and/or 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:
 - 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 Chevening School Nursery 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 use WhatsApp with their key children to contact **parents/carers**. **This will only be with prior signed consent and agreement to not share personal details and information. Communication is term time only and within the hours of 8am and 4pm, Monday to Friday.**
- **Once the key child leaves the setting all information will be deleted.**
- 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 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.

5. Official use of social media

- Chevening School Nursery official social media channels are Facebook, website blog.
- The official use of social media sites by the setting 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.
 - 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.
- 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.
- 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 past **children** or their family members.
 - Inform their line manager, the DSL (or deputy) and/or the **manager** of any concerns, such as criticism, inappropriate content or contact from **children/pupils/students**.

6. Policy monitoring and review

- Technology evolves and changes rapidly. CHEVENING SCHOOL NURSERY 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: eg AUPs, staff training, classroom management.

7. 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.
- **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 the [Education People's Education Safeguarding Service](#) or other agency in accordance with our child protection policy.