Electronic Devices with Imaging & Sharing Capabilities Policy

Key Details

Designated Safeguarding Lead (s): Suzanne Lingard & Sarah Thornton

Named Trustee with lead responsibility: TBC

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1. Policy aims and scope

- Mobile phones and smart devices can support communication and everyday tasks; however, they can also potentially present safeguarding risks for children and staff, including distraction, unauthorised photography, exposure to online harm and the potential for bullying. While restrictions on mobile phone use, including mobile-free environments, can help to manage these risks, evidence suggests that such measures are most effective when implemented as part of a wider safeguarding and behaviour framework. Clear, proportionate and consistently applied expectations, alongside education approaches that promote safe and respectful online behaviour, supportive relationships and robust anti-bullying policies, are essential to support safe and appropriate use.
- This policy forms part of the setting's safeguarding portfolio rather than technical or computing policies. Responsibility for the policy sits with the Management Committee/Trustees and the Designated Safeguarding Lead (DSL), with input from staff as needed. Technical elements such as network management, filtering and monitoring is addressed through wider child protection, online safety and IT infrastructure arrangements.
- This policy has been written by Chevening School Nursery, involving staff, trustees and parents/carers, building on the Kent County Council LADO 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) and '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 our community when using mobile phones and smart devices.
- 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, manager and Lead Practitioner, is recognised as having overall responsibility for online safety. The Deputy DSL is Sarah Thornton.
- This policy applies to all access to and use of all mobile phones, smart technology or smart devices on site. For the purposes of this policy, 'mobile phone' includes any device with similar functionality, such as the ability to send or receive messages or notifications, connect to mobile networks, or record images, audio and/or video. This may include, but is not limited to, devices with built-in mobile connectivity, smart phones, smart watches, smart glasses, fitness trackers and other wearable technology.
- This policy applies to children, parents/carers and all staff, including the governing body, external contractors, visitors, volunteers and other individuals who work for, or provide services on behalf of the setting
- Chevening School Nursery recognises that the use of mobile and smart devices/technology is part of everyday life for many children, staff and parents/carers. Children will be supported to develop an understanding of safe, responsible and appropriate use of technology through an embedded safeguarding approach, including through our curriculum delivery as applicable.

2. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
  - Acceptable Use Policy (AUP)
  - Image use policy
  - Child protection policy
  - Staff code of conduct/staff behaviour policy
  - Confidentiality policy
  - Data security
  - Social media

3. Mobile phone and smart device expectations

- Chevening School Nursery recognises that expectations regarding the use of mobile phones and smart devices must be appropriate to the age, stage, needs and context of the children attending the setting. Safeguarding and the creation of calm, safe and purposeful learning environments underpin our expectations regarding all mobile and smart technology use.
- Personal 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 capable of taking images/videos are never permitted to be used in the toilet areas.
- The sending of abusive or inappropriate messages or content, including via personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our child protection policy.
- All members of the nursery community are advised to ensure that 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.

3.1 Adaptations and reasonable adjustments

- Where appropriate, reasonable adjustments and adaptations may be made to this policy to support individual needs. This may include, for example, circumstances relating to disability, special educational needs, medical requirements or other specific individual needs.
  - Chevening School Nursery recognises its duties under the Equality Act 2010 and is committed to ensuring that policies relating to mobile and smart technology do not disadvantage children with protected characteristics.
  - The setting recognises that, in addition to disabilities or medical needs, there may be other exceptional circumstances where a child requires limited access to a mobile phone or

smart devices. Any such circumstances will be considered on an individual basis, taking into account safeguarding, wellbeing and the best interests of the child.

- Any adaptations or reasonable adjustments will:
  - be considered on an individual basis.
  - be proportionate and necessary to meet the identified need.
  - be agreed in advance by the manager.
  - be risk assessed and clearly documented.
  - include clear expectations regarding use, supervision and storage of devices.
  - be discussed and agreed with parents/carers before access is permitted.
  - be regularly reviewed.
- The provision of adaptations or reasonable adjustments does not alter the setting's default expectations regarding mobile and smart technology use for the wider community. Adjustments are not exemptions from behaviour expectations and will be reviewed regularly to ensure they remain appropriate.

4. Setting provided mobile phones and smart devices

The setting does not provide mobile phones or ipads to staff.

The setting does use "traditional"* digital cameras for professional, safeguarding or educational purposes only and are used in line with this policy.

These are protected by appropriate security measures and are only accessed by staff and used in accordance with the staff code of conduct, Acceptable Use Policy and other relevant safeguarding, data protection and confidentiality polices.

Users of the setting's-provided devices will be informed that activity may be monitored for safeguarding, security and policy compliance purposes, in line with data protection legislation. Monitoring will be proportionate, lawful and carried out only where there is a clear safeguarding or organisational need.

Traditional Digital Cameras
Older or standard digital cameras without internet connectivity are not strictly "smart" technology. However, they are still categorized as ***high-risk imaging devices*** *and are subject to the same rigorous safeguarding restrictions.*
The Risk: *While they cannot transmit data live, they still store high-resolution images on local memory cards (SD cards), which can be easily misplaced, stolen, or plugged into an external computer later.*

5. Staff use of personal mobile phones and smart devices .

- Staff are expected to model safe, responsible and appropriate use of technology and to ensure that the use of mobile phones and other devices does not compromise supervision, safeguarding or the care of children.
- Members of staff will ensure that the use of any mobile and smart technology, including personal phones, wearable technology and other smart devices, will take place in accordance with the law, and relevant setting policy and procedures. This includes but is not

limited to confidentiality, child protection, data security, staff behaviour/code of conduct and Acceptable Use Policies.

- In line with our expectations regarding mobile phone free or restricted environments, staff must not use personal mobile phones or smart devices in a way that undermines behavioural expectations or the learning environment.
- Staff are expected to:
    - be responsible for ensuring that personal devices are configured appropriately so that their use complies with this policy. This includes disabling notifications, messaging, image display, recording and sharing functions where these could compromise safeguarding, professional boundaries or the learning environment. Where devices cannot be configured to meet these expectations, they must not be worn or used while on duty.
    - keep personal mobile and smart devices in a safe and secure place during teaching, learning or supervision time **(***kept in staff kitchen***)**
    - ensure personal mobile and smart devices are switched off or set to 'silent' or 'do not disturb' modes during teaching sessions and other times when supervising children.
    - disable or hide Bluetooth, 'AirDrop' or similar sharing and communication functions during teaching and learning sessions or when supervising children.
    - not use personal mobile phones or smart devices during teaching, learning or supervision periods, unless written permission has been given in advance by the manager, for example, in emergency circumstances.
    - ensure that any content brought onto site via personal mobile or smart devices is appropriate to their professional role and consistent with our behaviour and safeguarding expectations.
- Members of staff are permitted to use their own personal mobile phones for contacting parents/carers via Whatsapp. Permission is sought from parents/carers prior to the child starting at the setting.
    - Any preexisting relationships or circumstances that may compromise this requirement will be discussed with the DSL and Trustess and be formally recorded.
- Staff will only use setting provided equipment (traditional digital cameras):
    - to take photos or videos of children in line with our image use policy.
    - to work directly with children during learning/educational activities.

- Any breach of this policy by a member of staff will be managed in line with the staff behaviour/code of conduct policy, child protection policy and/or allegations management procedures.
- Where there is concern that a member of staff may have accessed, created or stored illegal content on a personal or setting-provided device, or may have committed a criminal offence using a device, the matter will be reported to the police and the Local Authority Designated Officer (LADO) in line with our staff behaviour/code of conduct and allegations management procedures.

6. Children's use of mobile and smart devices

- ***Children do not have access to mobile and smart devices within the setting.***

However:

  - The setting will ensure that online safety considerations are reflected across all relevant policies and procedures, including behaviour, safeguarding and acceptable use.
  - Where concerns arise in relation to online activity, including incidents that occur outside the setting environment parents/carers will be encouraged and supported to raise these concerns with staff.
  - As an early years setting, children are unlikely to require access to personal mobile phones or smart devices whilst in our care.
  - The setting recognises that some children may require access to mobile phones or smart devices as a reasonable adjustment or to support medical or individual needs. Any such arrangements will be considered on an individual basis, agreed in advance, and supported by clear safeguards and expectations as set out in section 3.1.

7. Visitors' use of mobile phones and smart devices

- Parents/carers and visitors, including volunteers and contractors, are expected to use mobile phones and smart devices in a way that safeguards our children and respects our policies and expectations.
- At Chevening School Nursery this is achieved by:
  - ***prohibiting the use of personal mobile phones and smart devices by visitors in areas where children are present.***
- Appropriate signage and information are in place to inform visitors of our expectations for safe and appropriate use of mobile or smart devices.
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to comply with the setting's acceptable use of technology policy and other relevant safeguarding policies, including child protection.
- Where a visitor requires access to mobile phones or smart devices as part of their role when working directly with children this will be discussed and agreed in advance with the manager or delegated senior leader.
- Any agreed arrangements for visitor access to mobile or smart technology will be documented and recorded by the setting and with appropriate leadership approval. Where appropriate, this may include undertaking a risk assessment.
- Members of staff are expected to challenge visitors if they have concerns about their use of mobile and smart devices and will report any breaches of this policy to the DSL or manager.

8. Communicating the policy and working with parents/carers

- Chevening School Nursery recognises that clear communication and effective partnership with parents/carers are essential to the successful implementation of this policy.
- The policy will be communicated to parents/carers and staff in a clear and accessible way. This will include publication on the setting website, inclusion in induction materials, direct

communication to parents/carers and ongoing reminders and communications throughout the year as appropriate.

- Communication with parents/carers will include the rationale for the policy, including its role in supporting learning, wellbeing and safeguarding.
- Where changes are made to expectations regarding mobile phones or smart devices, the setting will provide parents/carers with appropriate notice and clear information about the rationale for the policy and how it will be implemented.
- Parents/carers are expected to support the setting's approach and to work in partnership with staff to reinforce expectations, particularly where policies are breached or concerns arise.
- Where concerns or policy breaches occur, the setting will seek to engage constructively with parents/carers to support positive outcomes for children.
- Where individual adaptations or reasonable adjustments are required, for example to support medical needs or disabilities, these will be discussed and agreed directly with parents/carers and recorded appropriately.
- Where parents/carers have questions or concerns, the setting will address these in a timely manner and clearly communicate any reasons for prohibiting/restricting the use of mobile phones.
- The setting will seek to work constructively with parents/carers to promote children's wellbeing, including supporting safe and responsible use of mobile phones and smart technology beyond the setting environment.

9. Responding to policy breaches

  - All members of the community are expected to report concerns or breaches of this policy in line with existing setting policies and procedures.
  - Where children breach this policy, the school/setting will respond proportionately and appropriately.
    - Appropriate sanctions and/or pastoral/welfare support will be implemented in line with our behaviour policy.
    - Parents/carers will be informed of concerns or breaches as appropriate.
    - Where there is a concern that a child is at risk of harm, the setting will respond in line with the child protection policy.
- Where incidents are investigated, leadership staff will review the circumstances, identify any lessons learned and implement changes to policy, procedures or curriculum provision where required.
- The setting expects staff, parents/carers to work in partnership to resolve concerns and support positive outcomes.
- All members of the wider nursery community are expected to respect confidentiality and to follow official procedures when reporting concerns.
- Parent/carers will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.

- Where the school/setting is unsure how to proceed with an incident or concern, the Designated Safeguarding Lead (DSL), or deputy DSL will seek advice from the local authority or other relevant agencies, in line with the child protection policy.

9.1 Policy monitoring and review

- Chevening School Nursery will review this policy at least annually to ensure it remains appropriate, relevant and up to date. The policy will also be reviewed following any changes to national or local guidance, identified safeguarding concerns, or significant changes to the setting's use of technology or technical infrastructure.
- The setting monitors the use of setting provided devices and systems as part of its safeguarding responsibilities. Any monitoring and filtering arrangements are designed to be lawful, proportionate and appropriate to the setting's context.
- Members of the setting community will be informed of expectations relating to the use of mobile and smart technology and how compliance with this policy is monitored. This may include, for example, Acceptable Use Policies, staff training, induction processes, and communication with parents/carers.