



Mobile Technology and Social Media Policy

Date: 30/04/2021

Review Date: 30/04/2022 (or when required)

Manager/Owner: Nicola Setford

Deputy Manager: Julie O'Neill

Designated Safeguarding Lead: Julie O'Neill,

Designated Safeguarding Deputies: Rachel French, Nicola Setford

Named Person with lead responsibility: Nicola Setford

Data Controller: Nicola Setford

Aims:

- The mobile technology and social media policy has been written by **Pippins Preschool**, involving staff, learners and parents/carers, building on The Education People policy template, with specialist advice and input as required;
- It takes into account the DfE statutory guidance 'Keeping Children Safe in Education' 2019, Early Years and Foundation Stage 2017 'Working Together to Safeguard Children' 2018 and the local Kent Safeguarding Children Multi-agency Partnership (KSCMP) procedures;
- The purpose of **Pippins Preschool** mobile technology and social media policy is to safeguard and promote the welfare of all members of **Pippins Preschool** community when using mobile devices or social media;
- **Pippins Preschool** recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all children, parents/carers and staff are protected from potential harm when using mobile technology or social media;
- Pippins Preschool identifies that the mobile devices, such as computers, tablets, mobile phones and games consoles and social media are an important part of everyday life, which present positive and exciting opportunities, as well as challenges and risks.

Policy scope:

- This policy applies to parents/carers and all staff, including visitors, volunteers, temporary / agency staff, students and other individuals who work for, or provide services on behalf of the setting (collectively referred to as "staff" in this policy);

- This policy applies to all access to the use of mobile technology and social media, both on and off-site.

Links with other policies:

- This policy links with several other policies, practices and action plans, including but not limited to:
 - E-Safety Policy;
 - General Data Protection Regulations;
 - Child Protection Policy;
 - Image Use Policy;
 - Acceptable Use Policy;
 - Confidentiality policy;
 - Staff Code of Conduct;
 - Staff Disciplinary and Grievance Policy.

Monitoring and reviewing:

- Technology evolves and changes rapidly; as such **Pippins Preschool** will review this policy at least annually. The policy will be revised following any national or local policy updates, any local child protection concerns and/or any changes to our technical infrastructure;
- We will regularly monitor internet use and evaluate online safety mechanisms to ensure that this policy is consistently applied;
- Any issues identified will be incorporated into our action planning.

Mobile Technology: Use of Personal Devices and Mobile Phones:

Expectations:

- **Pippins Preschool** recognises that personal communication through mobile technologies is part of everyday life for staff and parents/carers. Mobile technology needs to be used safely and appropriately within the setting;
- All use of mobile technology including mobile phones and personal devices such as tablets, e-readers, games consoles and wearable technology (including 'smart watches' and fitness trackers which facilitate communication or have the capability to record sound or imagery) will take place in accordance with our policies, such as and child protection, e-safety etc. and with the law;
- Electronic devices of any kind that are brought onto site are the responsibility of the user;
- All members of **Pippins Preschool** 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;

- All members of **Pippins Preschool** community are advised to use passwords/pin numbers to ensure that unauthorised calls or actions cannot be made on their phones or devices; passwords and pin numbers should be kept confidential and mobile phones and personal devices should not be shared;
- Mobile phones and personal devices are not permitted to be used in specific areas within the setting. This includes the garden, in the play room, in the bathrooms or in the hallway. Mobile phones and personal devices should only be used in the kitchen or when the children are not in the rooms;
- The sending of abusive or inappropriate messages or content via mobile phones or personal devices is forbidden by any member of the community; any breaches will be dealt with in line with our anti-bullying and behaviour policies;
- All members of **Pippins Preschool** community are advised to ensure that their mobile phones and personal devices do not contain any content which may be offensive, derogatory or would otherwise contravene our behaviour or child protection policies.

Staff use of personal devices and mobile phones:

- Members of staff will ensure that use of personal phones and devices takes place in accordance with the law, as well as, relevant policy and procedures, such as confidentiality, child protection, general data protection regulations, acceptable use, staff code of conduct and e-safety;
- Staff will be advised to:
 - Keep mobile phones and personal devices in a safe and secure place (**top draw in the kitchen**) during a preschool day whilst children are on site;
 - Not use personal devices during teaching periods, unless permission has been given by the **manager** such as in emergency circumstances;
 - Only use their mobile phones on lunch breaks, unless permission has been given by the manager such as in an emergency;
 - Ensure that any content bought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- Members of staff are not permitted to use their own personal phones or devices for contacting children or parents and carers. (Any pre-existing relationships which could undermine this, will be discussed with the Manager **Nicola Setford** and Safeguarding Lead **Julie O'Neill**;
- Staff will not use personal devices or mobile phones:
 - To take photos or videos of the children and will only use work-provided equipment for this purpose.
 - Directly with children and will only use work-provided equipment during lessons/educational activities.

- If a member of staff breaches our policy, action will be taken in line with our staff disciplinary and grievances policy.
- 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.

Visitors' use of personal devices and mobile phones:

- Parents/carers and visitors, including volunteers and contractors, should ensure that mobile phones are left in their bags or in the top draw of the kitchen if they are staying all day. Mobile phones are only permitted to be used in the kitchen or outside of the school gate only;
- Appropriate signage and information is displayed on the gate and on the front door to inform parents/carers and visitors of expectations of use;
- Visitors, including volunteers and contractors, who are on site for regular or extended periods of time are expected to use their mobile phones and personal devices in accordance with our acceptable use policy and other associated policies, including but not limited to anti-bullying, behaviour, child protection and image use;
- Members of staff are expected to challenge visitors if they have concerns and inform the manger or deputy manager **Nicola Setford / Julie O'Neill** of any breaches of our policy.

Officially provided mobile phones and devices:

- Members of staff will use the preschool mobile phone to contact parents/ carers;
- **Pippins Preschool** mobile phone and devices will be suitably protected via a passcode/password/pin and must only be accessed or used by members of staff;
- **Pippins Preschool** mobile phones and devices will always be used in accordance with the acceptable use policy, image use policy, e-safety policy and other relevant policies.

Use of Social Media:

Expectations:

- The expectations' regarding safe and responsible use of social media applies to all members of **Pippins Preschool** community;

- The term social media may include (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 services;
- All members of **Pippins Preschool** community are expected to engage in social media in a positive and responsible manner;
- All members of **Pippins Preschool** 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 staff access to social media whilst using setting provided devices and systems on site e.g. social media apps are not permitted on school devices, the devices history is checked regularly. The setting mobile phone does not have internet or app use;
- The use of social media during school hours for personal use on the settings devices is not permitted for staff at any time;
- Use of social media on personal devices during settings hours (unless on lunch break) or on the settings devices may result in disciplinary action;
- Concerns regarding the online conduct of any member of **Pippins Preschool** community on social media, will be reported to the DSL and the manager and will be managed in accordance with existing policies, including anti-bullying, allegations against staff, behaviour and child protection.

Staff personal use of social media:

- The safe and responsible use of social media sites will be discussed with all members of staff as part of staff induction and will be revisited and communicated via regular staff training opportunities;
- 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;
- Any complaint about staff misuse or policy breaches will be referred to the manager, in accordance with our allegations against staff policy;
- Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer);
- If appropriate, disciplinary, civil and/or legal action will be taken in accordance with our staff behaviour policy/code of conduct.

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 services. Advice will be provided to staff via staff training and by sharing appropriate guidance and resources on a regular basis. This will 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 **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 members of staff are encouraged to carefully consider the information, including text and images, they share and post online. 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 and legal framework.
- Information and content that staff members have access to as part of their employment, including photos and personal information about the 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.

Communicating with children and parents/carers

- Staff will not use any personal social media accounts to contact children or parents/carers, nor should any contact be accepted;
- All members of staff are advised not to communicate with or add any current children or their family members, as 'friends' on any personal social media sites, applications or profiles;

- Any pre-existing relationships or exceptions which compromise this requirement will be discussed with the DSL and the manager;
- Any communication from learners and parents received on personal social media accounts will be reported to the DSL and the manager

Official use of social media

- **Pippins Preschool** official social media channels are on Facebook as a private group and as a public page;
- 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;
- The official use of social media as a communication tool has been formally risk assessed and approved by the manager;
- Only The manager/owner **Nicola Setford** has access to account information and login details for our social media channels;
- Official social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only;
- Official social media sites are suitably protected and, where possible, are linked to our website;
- Public communications on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague;
- 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;
- Parents/carers and learners will be informed of any official social media use, along with expectations for safe use and action taken to safeguard the community;
- Only social media tools which have been risk assessed and approved as suitable for educational purposes will be used;
- Any official social media activity involving children will be moderated. Children do not have access to social media at our setting and consent is given before photos are posted. Names or personal information is never used;

- Written parental consent will be obtained when children join the setting before images are used. Please read in conjunction with our image use policy;
- 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 professional accounts where possible, to avoid blurring professional boundaries;
- If members of staff are participating in online social media activity as part of their capacity as an employee of the setting, they will:
 - Sign our 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;
 - Ensure appropriate consent has been given before sharing images on the official social media channel;
 - 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/direct messaging with current children or parents/carers;
 - Inform their manager, the DSL (or deputy) of any concerns, such as criticism, inappropriate content or contact from learners.

Responding to policy breaches

- All members of the community will be made aware of how the setting will monitor policy compliance: Acceptable use policy, staff training;
- All members of the community are informed of the need to report policy breaches or concerns in line with existing setting policies and procedures;
- All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns;
- Parents, carers and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure;
- We require staff and parents/carers to work in partnership with us to resolve issues;
- If appropriate, after any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required;

- If we are unsure how to proceed with an incident or concern, the DSL (or deputy) or manager will seek advice from the Education People's Education Safeguarding Service (www.theeducationpeople.org/products/safeguarding/education-safeguarding-team-contacts/) or other agency in accordance with our child protection policy;
- Where there is a concern that illegal activity has taken place, we will contact the police using 101, or 999 if there is immediate danger or risk of harm.