



Mobile and Smart Technology Policy

Date: 05/09/2022

Review Date: 05/09/2023 (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

1. Policy aims and scope

- This policy has been written by Pippins Preschool involving staff, children/pupils/students 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 Pippins Preschool 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 (Deputy Manager) and Nicola Setford (Manager) 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 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 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)
- Behaviour and discipline policy
- Cameras and image use policy
- Child protection policy
- Code of conduct/staff behaviour policy
- Confidentiality policy
- GDPR
- Online 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 the 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.
 - 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.
- 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 anti-bullying, behaviour and child protection policies.
- All members of the 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 illegal, or which would otherwise contravene our behaviour and 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 devices will always be used in accordance with our staff code of conduct/behaviour policy, acceptable use of technology policy and other relevant policies.
- Where staff and children 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 and mobile devices, will take place in accordance with the law, as well as relevant setting policy 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 during the day.
 - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled.
 - 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 are not permitted to use their own personal phones or 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.
- If a member of staff breaches our policy, action will be taken in line with our staff behaviour policy/code of conduct and allegations 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.

6. Children/pupils/students use of mobile and smart technology

Amend the following section as appropriate to school/setting decisions.

- 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 policies

7. Visitors' use of mobile and smart technology

Amend section as appropriate to school/setting decisions.

- 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 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 and 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 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:

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:
 - Child protection
 - Behaviour policy
 - Acceptable Use of 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 Julie O'Neill (or a deputy, Rachel French) or manager Nicola Setford will seek advice from the [Education People's Education Safeguarding Service](#) or other agency in accordance with our child protection policy.