

Hythe Bay Children's Centre Mobile and Smart Technology Policy

Key Details

Designated Safeguarding Lead (s): Vicki Dumont, Carolyn Chivers, Radka Davidova, Rebecca Prout

Date written/updated: September, 2021

Date agreed and ratified by Trustees: 12th October, 2021

Date of next review: September, 2022

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 Hythe Bay Children's Centre, involving staff, learners 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' 2021, '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 Hythe Bay Children's Centre community when using mobile devices and smart technology.
 - Hythe Bay Children's Centre recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners 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) 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 or images.
- This policy applies to learners, parents/carers and all staff, including the trustees, leadership team, key persons, 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)
 - Child protection policy
 - Code of conduct
 - Confidentiality
 - E-Safety
 - Social media

3. Safe use of mobile and smart technology expectations

- Hythe Bay Children's Centre recognises that use of mobile and smart technologies is part of everyday life for many staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the Hythe Bay Children's Centre 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 areas with children present.
- 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, behaviour and child protection policies and procedures.
- All members of the Hythe Bay Children's Centre 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 policies and procedures.

4. Setting-provided mobile phones and devices

- Members of staff may be issued with a work phone number in addition to their work email address, where contact with learners or parents/carers is required.
- Staff providing formal remote learning will do so using setting provided equipment in accordance with our acceptable use policy/remote learning AUP.
- 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 the acceptable use of technology policy and other relevant policies.
- Where staff are using setting provided mobile phones and/or 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, code of conduct and Acceptable Use Policies.
- Staff will be advised to:
 - Keep mobile phones and personal devices in a safe and secure place such as a staff room locker, hidden in their car, or in the nursery office during working time.
 - Keep personal mobile phones and devices switched off or set to 'silent' mode during working time.
 - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during working times.
 - Not use personal devices during working time unless written 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 learners 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/or manager.
- Staff will only use setting provided equipment (not personal devices):
 - to take photos or videos of learners in line with our image use policy.
 - to work directly with learners during lessons/educational activities.
 - to communicate with parents/carers.
- 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 and/or remote learning AUP.
- If a member of staff breaches our policy, action will be taken in line with our staff 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. Learners use of mobile and smart technology

- Learners 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 learners as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources. Further information is contained within our child protection policy.
- Mobile phones and/or personal devices will not be used on site by learners without a teacher's permission.
 - Mobile phones or personal devices will not be used by learners during lessons or formal educational time, unless as part of an approved and directed curriculum-based activity with consent from a member of staff.
 - The use of personal mobile phones or devices for a specific education purpose does not mean that blanket use is permitted.
 - Staff will only allow learners to use their mobile phones or personal devices as part of an educational activity, following a risk assessment, with approval from the Leadership Team.
 - Mobile phones or personal devices can be used by learners during free time with teacher consent, but any use must be in accordance with our anti-bullying and behaviour policy. If learners breach our policies, this may be revoked.
- Hythe Bay Children's Centre expects learners' personal devices and mobile phones to be kept safe and secure when on site. This means: switched off and out of sight.
- If a learner needs to contact their parents or carers whilst on site, they will be allowed to use a setting phone.
 - Parents are advised to contact their child via the setting office; exceptions may be permitted on a case-by-case basis, as approved by the manager.

- If a learner requires access to a personal device in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the manager prior to use being permitted.
 - Any arrangements regarding access to personal devices in exceptional circumstances will be documented and recorded by the setting.
 - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the learner and/or their parents carers before use is permitted.
- Any concerns regarding learners use of mobile technology or policy breaches will be dealt with in accordance with our existing policies and procedures, including anti-bullying, child protection and behaviour.
 - Staff may confiscate a learner’s mobile phone or device if they believe it is being used to contravene our child protection, behaviour or anti-bullying policy or procedure.
 - Learners’ mobile phones or devices may be searched by a member of the leadership team, with the consent of the learner or a parent/carer. Content may be deleted or requested to be deleted if it contravenes our policies.
 - Mobile phones and devices that have been confiscated will be held in a secure place and released to parents/carers.
 - Appropriate sanctions and/or pastoral/welfare support will be implemented in line with the school behaviour policy.
 - Concerns regarding policy breaches by learners will be shared with parents/carers as appropriate.
 - Where there is a concern that a child is at risk of harm, we will contact respond in line with our child protection policy.
 - If there is suspicion that material on a learner’s personal device or mobile phone may be illegal, or may provide evidence relating to a criminal offence, the device will be handed over to the police for further investigation.

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 not permitted in areas with children and are only permitted in the staff room or office.
- Appropriate information is 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, 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.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Hythe Bay Children's Centre 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.
- 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 learners 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.
- Learners, 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.

Hythe Bay Children's Centre

Social Media Policy

Key Details

Designated Safeguarding Lead (s): Vicki Dumont, Carolyn Chivers, Radka Davidova, Rebecca Prout

Date written/updated: September, 2021

Date agreed and ratified by Governing Body: October, 2021

Date of next review: September 2022

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 Hythe Bay Children’s Centre, involving staff, learners 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 ‘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 Hythe Bay Children’s Centre community when using social media.
 - Hythe Bay Children’s Centre recognises that online safety is an essential part of safeguarding and acknowledges its duty to ensure that all learners and staff are protected from potential harm when using social media.
 - As outlined in our child protection policy, the Designated Safeguarding Lead (DSL) 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 learners, parents/carers and all staff, including the trustees, leadership team, key persons, 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)
 - Child protection policy
 - Code of conduct
 - Confidentiality
 - Mobile and smart technology
 - E-Safety

3. General social media expectations

- All members of the Hythe Bay Children’s Centre community are expected to engage in social media in a positive and responsible manner.
- All members of the Hythe Bay Children’s Centre 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 and systems on site.

- 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.
- The use of social media or apps, for example as a formal remote learning platform will be robustly risk assessed by the DSL and/or 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 Hythe Bay Children's Centre community on social media will be taken seriously. Concerns will be managed in accordance with the appropriate policies, including, allegations against staff, code of conduct, Acceptable Use Policies, and child protection.

4. Staff use of social media

- The use of social media during working 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 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 Hythe Bay Children's Centre 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 learners 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 learners and their families

- Staff will not use any personal social media accounts to contact learners or their family members.
- All members of staff are advised not to communicate with or add any current learners or their family members, as 'friends' on any personal social media accounts.
- Any communication from learners and parents/carers received on personal social media accounts will be reported to the DSL (or deputy) and/or 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 learners, members of staff and the setting.

5. Official use of social media

- Hythe Bay Children's Centre official social media channels are:
 - <http://www.facebook.com/groups/1696720897304322>
 - <http://www.facebook.com/hythebaynursery>
 - <https://www.facebook.com/Hythe-Bay-Childrens-Centre-Out-of-School-Club-106259407941152>
 - <http://www.twitter.com/hythebaynursery>
- The official use of social media sites by Hythe Bay Children's Centre only takes place with clear educational or community engagement objectives and with specific intended outcomes and the use has been formally risk assessed and approved by the management team prior to use.
- Official social media sites are suitably protected and, where possible, are linked with our website.
 - 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 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.

- 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 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 procedure 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 learners 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 learners.

6. Learners' use of social media

- The use of social media during setting hours for personal use is not permitted for learners.
- Hythe Bay Children's Centre will empower our learners to acquire the knowledge needed to use social media in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks. Safe and appropriate use of social media will be taught to learners as part of an embedded and progressive safeguarding education approach using age-appropriate sites and resources.
- We are aware that many popular social media sites are not permitted for use by children under the age of 13, or in some cases higher. As such, we will not create accounts for learners under the required age as outlined in the services terms and conditions.
- Learners will be advised:
 - to consider the benefits and risks of sharing personal details or information on social media sites which could identify them and/or their location.
 - to only approve and invite known friends on social media sites and to deny access to others, for example by making profiles private.
 - not to meet any online friends without a parent/carer or other appropriate adults' permission, and to only do so when a trusted adult is present.
 - to use safe passwords.
 - to use social media sites which are appropriate for their age and abilities.

- how to block and report unwanted communications.
- how to report concerns on social media, both within the setting and externally.
- Any concerns regarding learners use of social media will be dealt with in accordance with appropriate existing policies, including anti-bullying, child protection and behaviour.
- The DSL (or deputy) will respond to social media concerns involving safeguarding or child protection risks in line with our child protection policy.
- Sanctions and/or pastoral/welfare support will be implemented and offered to learners as appropriate, in line with our child protection and behaviour policy. Civil or legal action may be taken if necessary.
- Concerns regarding learners use of social media will be shared with parents/carers as appropriate, particularly when concerning underage use of social media services and games.

7. Policy monitoring and review

- Technology evolves and changes rapidly. Hythe Bay Children's Centre 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, including the setting child protection policy.
- 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 learners 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.
- Learners, 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.