

Brenchley Preschool

Mobile and Smart Technology Policy



Key Details

Designated Safeguarding Lead: Zena Ames

Deputy Safeguarding Lead: Sian Scovell

Chair of the Committee with responsibility: Vic Relle

Date written/updated: September, 2023

Date agreed and ratified by Committee: September 2023

Date of next review: September 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 Brenchley Preschool, involving staff and building on Kent County Councils Education Safeguarding Service's mobile and smart technology policy template, with specialist advice and input as required.
- It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)', '[Early Years and Foundation Stage](#)', '[Working Together to Safeguard Children](#)' 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 devices and smart technology.
 - Brenchley 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), Zena Ames, 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 but is not limited to mobile/smart 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 committee, management team, practitioners, along with any 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 policy
 - Cameras and image use policy
 - Child protection policy
 - Staff code of conduct/staff behaviour policy
 - Confidentiality policy
 - Brenchley Curriculum policies
 - Data security and GDPR
 - Online Safety
 - Social media

3. Safe use of mobile and smart technology expectations

- Brenchley 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 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 are not permitted to be used in specific areas on site; this includes the children's rooms, office and foyer area. Parents/carers are politely asked to refrain from being on their mobile phones and devices when dropping off and collecting their children to ensure the focus is on the children and important messages or communication can be shared. This is the same for all members of staff and visitors. Mobile phones are prohibited from being used once in the building, they must be kept secure in the lockable cupboard and staff may access them on lunch breaks.
- The sending of abusive or inappropriate messages or content, including via personal mobile devices and/or smart technology 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 Brenchley Preschool community are advised to ensure that their 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.

4. Brenchley Preschool provided mobile phones and devices

- If Members of staff were to be issued with a work phone, they would be provided with a work phone number in addition to their work email address, where contact with children or parents/carers is required.
- Staff providing formal remote/online learning will do so using Brenchley Preschool provided equipment in accordance with our Acceptable Use Policy (AUP)
- Brenchley Preschool mobile phones and/or devices (e.g. kindles) will be suitably protected via a passcode/password/PIN and must only be accessed or used by members of staff.
- Brenchley Preschool mobile phones and/or 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/or children are using Brenchley Preschool 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. The children have supervised access to children's kindles with relevant apps. Staff members are

provided with a work device (kindle) in order to complete observations on their key children, these are pass word/code protected. Staff may use personal devices such as laptops, kindles or ipads to complete relevant work if necessary, with prior permission from the Manager and DSL, as well as ensuring they are not saving anything to their personal devices, using only the preschool provided storage (USB). Staff members are not permitted to access children's photos on their personal devices. Staff members are also not permitted to use their personal phones to access children's information such as tapestry.

5. Staff use of mobile and smart technology

- Members of staff will ensure that use of any mobile and smart technology, including personal phones, wearable technology and other mobile/smart devices, will take place in accordance with the law, as well as relevant Brenchley Preschool policy and procedures, including confidentiality, child protection, data security staff behaviour/code of conduct and Acceptable Use Policies.
- Staff will be advised to:
 - Keep personal mobile and smart technology devices in a safe and secure place (the lockable staff cupboard) during session times, accessing them on their lunch break in the staff lunch area is permitted.
 - Keep personal mobile phones and devices switched off or set to 'silent' or 'do not disturb' modes during lesson times.
 - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled during lesson times.
 - Not use personal mobile or smart technology devices during sessions, unless has been given by the Manager and DSL, such as in emergency circumstances. In this case, the staff member will be allowed to leave/access their phone in the office with agreement of the Manager and DSL. The mobile devices should never be accessed freely during sessions or be taken in to the rooms to protect all members of the Brenchley Preschool community.
 - Ensure that any content bought onto site via personal mobile and smart technology devices is compatible with their professional role and our behaviour expectations.
- Members of staff are not permitted to use their own personal mobile and smart technology 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 Manager.
 - Staff members are not permitted to contact parents/carers/children through any other means than the preschool provided devices and communication lines e.g. tapestry, email and phone calls, this is to ensure that communication and parental relationships are kept professional and confidential. This also helps to ensure there is evidence and a paper trail to show the communication with parents is clear and not open to interpretation. At Brenchley Preschool we pride ourselves in our professionalism and all members of staff are expected to uphold the same values, the professional boundaries should be maintained at all times.

- Any members of staff found in breach of these policies and procedures will be subject to relevant disciplinary procedures.
- In exceptional circumstances the Management and DSL may consider the use of personal devices, in the event of an emergency situation at the preschool or in the surrounding area. However this will be discussed between the management and DSL to ensure this is done safely and securely.
- Staff will only use Brenchley Preschool 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 sessions/educational activities.
 - to communicate with parents/carers.
- Where remote learning activities take place, staff will use Brenchley Preschool provided equipment.
- If a member of staff breaches our policy, action will be taken in line with our staff behaviour policy/code of conduct, child protection policy and/or allegations policy.
- If a member of staff is thought to have illegal content saved or stored on a personal mobile or other 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

Children will be educated regarding the safe and appropriate use of mobile and smart technology, including mobile phones and personal devices, in an age appropriate way as part of our practice and curriculum.

- 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 and relevant specific curriculum policies
- If a child requires access to personal mobile or smart technology devices in exceptional circumstances, for example medical assistance and monitoring, this will be discussed with the Manager and DSL prior to the child starting so that a relevant risk assessment, policy and procedure could be implemented.
 - Any arrangements regarding access to personal mobile or smart technology devices in exceptional circumstances will be documented and recorded by the Preschool
 - Any specific agreements and expectations (including sanctions for misuse) will be provided in writing and agreed by the child and their parents/carers before use is permitted.

7. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
 - They follow the same policies and procedures regarding mobile phones and smart technology. Mobile phones and smart technology are not permitted to be used on the preschool site; including in the foyer and children's rooms. The mobile phones and smart devices should be kept in the lockable staff cupboard once the parents/carers/visitors/contractors are on site. If access to mobile phones or devices is required as part of the contractors/visitors job specifications for example, then prior permission will need to be obtained by the Manager and DSL, so risks can be assessed and a safety of the children can be paramount.
- Appropriate signage and information are in place (such as posters and leaflets) to inform visitors of our expectations for safe and appropriate use of personal mobile or smart technology.
- 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 and DSL prior to use being permitted.
 - Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the Preschool. 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. Safety of the children is everyone's responsibility so every member of staff has the power to question or challenge any practice or suspicions they may have.

8. Policy monitoring and review

- Technology evolves and changes rapidly. Branchley 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 monitor internet and technology use taking place via all Branchley Preschool provided devices and systems and regularly evaluate online safety mechanisms to ensure this policy is consistently applied.
- All members of the community will be made aware of how the Branchley Preschool will monitor policy compliance: through AUPs, staff training, room management for example.

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 Branchley Preschool policies and procedures. This includes for

example, but is not limited to; child protection, image use policy, acceptable use policy, confidentiality, staff code of conduct and/or behaviour policy.

- Where children breach this policy:
 - appropriate sanctions and/or 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.
- Where staff members breach this policy, concerns will be shared with DSL and Management, advice will be sought where necessary and policies/procedures will be followed regarding disciplinary procedures.
- After any investigations are completed, Management 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's parents/carers 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 Kent County Councils Education Safeguarding Service or other agency in accordance with our child protection policy.

Brenchley Preschool Mobile and Smart technology policy 2023



Staff Member	Signature	Date
Sian		
Helen		
Zena		
Kirsty		
Sarah		
Trina		
Claire		
Eryn		
Lucy		
Elaine		

Brenchley Preschool

Social Media Policy



Key Details

Designated Safeguarding Lead: Zena Ames

Deputy Safeguarding Lead: Sian Scovell

Chair of the Committee with responsibility: Vic Relle

Date written/updated: September, 2023

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1. Policy aims and scope

- This policy has been written by Brenchley Preschool involving staff and parents/carers, building on Kent County Councils Education Safeguarding Service's mobile and smart technology policy template, with specialist advice and input as required.
- It takes into account the DfE statutory guidance 'Keeping Children Safe in Education', Early Years and Foundation Stage, 'Working Together to Safeguard Children' 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 Brenchley Preschool community when using social media.
 - Brenchley 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 social media.
 - As outlined in our child protection policy, the Designated Safeguarding Lead (DSL), Zena Ames, 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 children, parents/carers and all staff, including the Committee, Management team, Practitioner's, plus any 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 policy
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 - Child protection policy
 - Staff code of conduct/staff behaviour policy
 - Confidentiality policy
 - Brenchley Curriculum policies
 - Data security and GDPR
 - Mobile and smart technology
 - Online Safety

3. General social media expectations

- Brenchley Preschool 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 our community are expected to engage in social media in a positive and responsible manner.

- All members of our 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 ensure children have no access to social media on the children's devices at Brenchley Preschool and staff are reminded that they are not permitted to access personal social media accounts on Brenchley Preschool provided devices as these are for accessing work related content only.
- Any use of social media during Brenchley Preschool hours or whilst using Brenchley Preschool devices may result in removal of internet access, devices and/or disciplinary action.
- In the event of remote learning taking place - The use of social media or apps, for example as a formal remote learning platform or education tool would be robustly risk assessed by the DSL and Manager, prior to use with the children. If permitted, any use will take place in accordance with our existing policies, for example, child protection, staff behaviour acceptable use policies, remote learning Acceptable Use Policy.
- Concerns regarding the online conduct of any member of Brenchley Preschool community on social media will be taken seriously. Concerns will be managed in accordance with the appropriate policies, including anti-bullying, allegations against staff, behaviour, staff behaviour/code of conduct, Acceptable Use Policies, and child protection.

4. Staff use of social media

- The use of social media during Brenchley Preschool hours for personal use is not permitted for staff. On preschool provided devices this is not permitted at any time during working hours or non-working hours. Staff may access social media on their personal devices during their lunch breaks.
- Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of our induction, 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 Brenchley Preschool. 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 Brenchley Preschool.
- Members of staff are encouraged not to identify themselves as employees of Brenchley 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 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/pupils/students and their families

- Staff will not use any personal social media accounts to contact children or their family members.
- All members of staff are not permitted to communicate with or add any current children or their family members, as 'friends' on any personal social media accounts. Once the children have left our care at Brenchley Preschool as a whole, then staff members may add parents/carers if they so wish.
- Any communication from children and parents/carers received on personal social media accounts will be reported to the DSL (or deputy) who will then share this with the Manager.
- Any pre-existing relationships or situations, which mean staff cannot or would struggle to 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, families and members of staff and the setting.
- If ongoing contact with children is required once they have left the setting, members of staff will be expected to use existing alumni networks, or use official setting provided communication tools to ensure a paper trail is clear.
- Parents will be told of the expectations that they are not to add or be friends with staff members upon the children starting at the preschool.

5. Official use of social media

- Brenchley Preschool official social media channels are [twitter](#), [Facebook page link](#); and a [private facebook page for parents/carers](#).
- The official use of social media sites by Brenchley Preschool 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 and, where possible, run and/or linked to/from our website.
 - Official social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only.
 - Management use setting provided email addresses to register for and manage official social media channels.
 - Management 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 anti-bullying, image/camera 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. 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.
- 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 Brenchley Preschool
 - 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 current 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.

6. Children use of social media

- The use of social media during Brenchley Preschool hours for personal use is not permitted for children.
- Any concerns regarding children's 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 support may be taken where necessary.
- Concerns regarding children's 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. Brenchley 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 Preschool will monitor policy compliance: such as through AUPs, staff training, session management and staff meetings for example.

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 Brenchley Preschool policies and procedures. This includes but is not limited to child protection and/or behaviour policy, staff code of conduct, online safety.
- After any investigations are completed, Management 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 where necessary 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 Kent County Councils Education Safeguarding Service or other agency in accordance with our child protection policy.

This Policy was reviewed at a Committee Meeting, held on

1st September 2023

Mrs Victoria Relle – Chairman of Brenchley Pre-School Limited

Brenchley Preschool Social Media Policy 2023



Staff Member	Signature	Date
Sian		
Helen		
Zena		
Kirsty		
Sarah		
Trina		
Claire		
Eryn		
Lucy		
Elaine		