



# Mobile and Smart Technology Policy

## 1. Policy aims and scope

- This policy has been written by Super Stars Pre-school, involving staff, children 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 Super Stars Pre-school community when using mobile devices and smart technology.
  - Super Stars Pre-school 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), Manager, Sandra Burgess, 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 and/or images.
- This policy applies to children, parents/carers and all staff, including the owner, leadership team, practitioners, 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)
  - Promoting Positive Behaviour
  - Cameras and image use policy
  - Child protection policy
  - Staff Code of conduct
  - Confidentiality policy
  - Information Sharing
  - Social media

## 3. Safe use of mobile and smart technology expectations

- Super Stars Pre-school 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 Super Stars Pre-school 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 classroom, toilets and garden.
- 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 Super Stars Pre-school 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 staff code of conduct or child protection policies.

#### **4. Setting provided mobile phones and devices**

- Members of staff in some instances may be issued 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 setting provided equipment in accordance with our Acceptable Use Policy (AUP).
- Setting mobile phones and devices will be suitably protected via a password/PIN and must only be accessed or used by members of staff and children.
- Setting mobile phones and devices will always be used in accordance with our staff code of conduct, acceptable use of technology policy and other relevant policies.
- Where staff and/or children 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, data security staff code of conduct and Acceptable Use Policies.
- Staff will be advised to:
  - Keep mobile phones and personal devices in a safe and secure place either in the store room or the office in a locked locker or drawer when children are on the premises.
  - Keep personal mobile phones and devices switched off or set to 'silent' mode.
  - Ensure that Bluetooth or other forms of communication, such as 'airdrop', are hidden or disabled.
  - Not use personal devices during teaching periods 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 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/or 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.
- 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.
- 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. 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, 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
- Mobile phones and/or personal devices will not be used on site by the children.
  - As an exception staff may children to use their mobile phones or personal devices as part of an educational activity, following a risk assessment, with approval from the Leadership Team.
- Super Stars Pre-school expects children personal devices and mobile phones to be kept safe and secure when on site. This means:
  - Children are discouraged from bringing in their own personal devices and mobiles and if brought in are to be kept in the office until the child goes home when it is returned to them.
- If a child 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 child 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 or their parents/carers before use is permitted.

- Where children mobile phones or personal devices are used when learning at home, this will be in accordance with our Acceptable Use Policy.

## **6.1 Screening, searching and confiscation of electronic devices**

- Electronic devices, including mobile phones, can contain files or data which relate to an offence, or which may cause harm to another person. This includes, but is not limited to, indecent images of children, pornography, abusive messages, images or videos, or evidence relating to suspected criminal behaviour.
- Where there are any concerns regarding children use of mobile technology or policy breaches, they will be dealt with in accordance with our existing policies, including anti-bullying, child protection, online safety and behaviour.
- Staff may confiscate a child's mobile phone or device if they believe it is being used to contravene our child protection or behaviour policy.
- Mobile phones and devices that have been confiscated will be held in a secure place and released to parents/carers.
- Where a concern involves a potentially indecent image or video of a child, staff will respond in line with our child protection policy and will confiscate devices, avoid looking at any content, and refer the incident to the Designated Safeguarding Lead (or deputy) urgently as they will be most appropriate person to respond.
- If there is suspicion that data or files on a child'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 phone and personal devices are not used in the classroom unless for educational purposes or as part of multi-agency working arrangements. Use will need to be approved by the manager.
  - mobile phones and personal devices can be used in the office.
- Appropriate signage and information are in place (poster on noticeboard) 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 or manager of any breaches of our policy.

## 8. Policy monitoring and review

- Technology evolves and changes rapidly. Super Stars Pre-school 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: through staff training, classroom management and Acceptable Use Policies

## 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 and staff code of conduct policy.
- Where children breach this policy:
  - appropriate sanctions and/or pastoral/welfare 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.
- 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.
- 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.

Adopted 5<sup>th</sup> September

Based on template provided by The Education People dated August 2022 v1

To be reviewed annually. It will also be revised following any concerns and/or updates to national and local guidance or procedures.