

# HALSTEAD NURSERY

## Mobile Technology and Social Media Policy

### Key Details

**Designated Safeguarding Lead : Tracey McCartney**

**Date written/updated: October 2021**

**Date agreed and ratified by Governing Body: October 2021**

**Date of next review: October 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.

## Policy aims

- 1.1 The mobile technology and social media policy has been written by Halstead Nursery, involving staff, learners and parents/carers, building on The Education People policy template, with specialist advice and input as required.
- 1.2 It takes into account the DfE statutory guidance '[Keeping Children Safe in Education](#)' 2020, [Early Years and Foundation Stage](#) 2017, '[Working Together to Safeguard Children](#)' 2018 and the local [Kent Safeguarding Children Multi-agency Partnership](#) (KSCMP) procedures.
- 1.3 The purpose of Halstead Nursery mobile technology and social media policy is to safeguard and promote the welfare of all members of their community when using mobile devices or social media on site and at home.
- 1.4 Halstead Nursery 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 technology or social media.
- 1.5 Halstead Nursery identifies that the mobile devices, such as computers, tablets, mobile phones, smart watches 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.
- 1.6 Halstead Nursery will empower our learners to acquire the knowledge needed to use the mobile technology and social media in a safe, considered and respectful way, and develop their resilience so they can manage and respond to online risks.

## 2. Policy scope

- 2.2 This policy applies to learners, parents/carers and all staff, including the governing body, leadership team, teachers, 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).
- 2.3 This policy applies to all access to and use of mobile technology and social media, both on and off-site.

## 3. Links with other policies

- 3.1 This policy links with several other policies, practices and action plans, including but not limited to:
  - Acceptable Use Policies (AUP) and/or the Code of conduct/staff behaviour policy
  - Positive behaviour policy
  - Child protection policy
  - Confidentiality policy
  - Data security
  - Online Safety

## 4. Monitoring and review

- 4.1 Technology evolves and changes rapidly. Halstead Nursery 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.
- 4.2 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.
- 4.3 To ensure they have oversight of online safety, the Manager will be informed of online safety concerns, as appropriate.
- 4.4 Any issues identified via monitoring policy compliance will be incorporated into our action planning.

## **5. Responding to policy breaches**

- 5.1 All members of the community will be made aware of how we will monitor policy compliance including information contained in our AUP's, online safety and other policies.
- 5.2 All members of the community are informed of the need to report policy breaches or concerns in line with existing setting policies and procedures.
- 5.3 All members of the community will respect confidentiality and the need to follow the official procedures for reporting concerns.
- 5.4 Parents and staff will be informed of our complaints procedure and staff will be made aware of the whistleblowing procedure.
- 5.5 We require staff, parents/carers and learners to work in partnership with us to resolve issues.
- 5.6 If appropriate, after any investigations are completed, leadership staff will debrief, identify lessons learnt and implement any policy or curriculum changes, as required.
- 5.7 If we are unsure how to proceed with an incident or concern, the DSL (or deputy) will seek advice from the [Education People's Education Safeguarding Service](#) or other agency in accordance with our child protection policy.
- 5.8 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.

## **6. Mobile Technology: Use of Personal Devices and Mobile Phones in Halstead Nursery**

### **6. 1. Expectations**

- 6.1.1 Halstead Nursery 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.
- 6.1.2 All use of mobile technology, including 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 imagery), will take place in accordance with our policies, such as anti-bullying, behaviour and child protection and with the law.

- 6.1.3 Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of Halstead Nursery 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 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
- 6.1.4 Mobile phones and personal devices are not permitted to be used in the nursery classroom, nursery garden or other nursery communal areas when there are children present.
- 6.1.5 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.
- 6.1.6 All members of Halstead Nursery 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.

## **6.2 Staff use of personal devices and mobile phones**

- 6.2.1 Members of staff will ensure that use of any personal phones and mobile devices will take place in accordance with the law, as well as relevant policy and procedures, such as confidentiality, child protection, data security and acceptable use of technology.
- 6.2.2 Staff will be advised to:
- keep mobile phones and personal devices in the basket provided in the office.
  - keep mobile phones and personal devices switched off or switched to 'silent' mode during opening times.
  - not use personal devices during teaching periods unless verbal or written permission has been given by the Manager such as in emergency circumstances.
  - ensure that any content brought onto site via mobile phones and personal devices are compatible with their professional role and expectations.
- 6.2.3 Members of staff are not permitted to use their own personal phones or devices for contacting parents and carers.
- Any pre-existing relationships which could undermine this, will be discussed with the Manager.
- 6.2.4 Staff will only use Halstead Nursery provided equipment (not personal devices):
- to take photos or videos of learners.
  - to work directly with learners during lessons/educational activities.
  - to communicate with parents and carers.
- 6.2.5 If a member of staff breaches our policy, action will be taken in line with our staff behaviour and allegations policy.
- 6.2.6 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.

## **6.3 Visitors' use of personal devices and mobile phones**

- 6.3.1 Parents/carers and visitors, including volunteers and contractors, should ensure that their telephones are not answered or used to take photos of any sort whilst children are present on the premises. If your telephone rings whilst you are on site and it is essential to answer it, you will be asked to step outside of the nursery boundaries before responding to the call.
- 6.3.2 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 of technology policy and other associated policies, including but not limited to anti-bullying, behaviour, child protection and image use.
- 6.3.3 Members of staff are expected to challenge visitors if they have concerns and inform the DSL (or deputy) of any breaches of our policy.

## **6.4 Officially provided mobile phones and devices (**

- 6.4.1 Halstead Nursery mobile phones and devices will be suitably protected via a passcode/password/pin and must only be accessed or used by members of staff and learners.
- 6.4.2 Where staff or learners are using Halstead Nursery provided mobile phones and/or devices, they will be informed prior to use that activity may be monitored for safeguarding reasons and to ensure policy compliance.
- 6.4.3 Halstead Nursery mobile phones and devices will always be used in accordance with the acceptable use of technology policy and other relevant policies.

## **7. Use of Social Media in Halstead Nursery**

### **7.1 Expectations**

- 7.1.1 The expectations' regarding safe and responsible use of social media applies to all members of Halstead Nursery community.
- 7.1.2 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.
- 7.1.3 All members of Halstead Nursery community are expected to engage in social media in a positive and responsible manner.
- 7.1.4 All members of Halstead Nursery community are advised not to post or share content that may be considered threatening, hurtful or defamatory to others on any social media service.
- 7.1.5 We will control learner and staff access to social media whilst using Halstead Nursery provided devices and systems on site. This will be undertaken via the filtering services provided from our use of the school internet service.
- 7.1.6 The use of social media during setting hours for personal use is not permitted for staff without prior permission from the Nursery Manager.
- 7.1.7 Concerns regarding the online conduct of any member of Halstead Nursery community on social media, will be reported to the DSL and/or the Manager and will be managed in accordance with existing policies, including anti-bullying, allegations against staff, behaviour and child protection.

## **7.2 Staff personal use of social media**

- 7.2.1 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.
- 7.2.2 Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of our Staff Handbook and Acceptable Use Policy.
- 7.2.3 Any complaint about staff misuse or policy breaches will be referred to the headteacher/manager, in accordance with our allegations against staff policy.
- 7.2.4 Any allegations regarding a member of staff's online conduct will be discussed with the LADO (Local Authority Designated Officer).
- 7.2.5 If appropriate, disciplinary, civil and/or legal action will be taken in accordance with our staff Handbook procedures.

### **Reputation**

- 7.2.6 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.
- 7.2.7 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.
- 7.2.8 All members of staff are advised to safeguard themselves and their privacy when using social media services. Advice will be provided via staff training; additional guidance and resources will be shared with staff 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.
- 7.2.9 Members of staff are encouraged not to identify themselves as employees of Halstead Nursery on their personal social networking accounts; this is to prevent information being linked with the setting and to safeguard the privacy of staff members.
- 7.2.10 Members of staff are asked to maintain high levels of privacy on any personal social media accounts that they use to keep their personal information secure.
- 7.2.11 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.
- 7.2.12 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.
- 7.2.13 Members of staff will notify the Manager immediately if they consider that any content shared on social media sites conflicts with their role.

## **Communicating with learners and parents/carers**

- 7.2.14 Staff will not use any personal social media accounts to contact current parents/carers, nor should any contact be accepted.
- 7.2.15 Any pre-existing relationships or exceptions which compromise this requirement will be discussed with the DSL.
- 7.2.16 Decisions made and advice provided in these situations will be formally recorded to safeguard learners, members of staff and the setting.
- 7.2.17 If ongoing contact with learners 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.
- 7.2.18 Any communication from parents received on personal social media accounts will be reported to the DSL (or deputy).

## **7.3 Official use of social media**

- 7.3.1 Halstead Nursery official social media channels are: our Facebook Page hosted by the Chair of the Management Committee.
- 7.3.2 The official use of social media sites by Halstead Nursery only takes place with clear educational or community engagement objectives and with specific intended outcomes.
- 7.3.3 The official use of social media as a communication tool has been formally risk assessed and approved by the Manager
- 7.3.4 Official social media channels have been set up as distinct and dedicated accounts for official educational or engagement purposes only.
- 7.3.5 Official social media sites are suitably protected and are linked to our website.
- 7.3.6 Public communications on behalf of the setting will, where appropriate and possible, be read and agreed by at least one other colleague.
- 7.3.7 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.
- 7.3.8 All communication on official social media platforms by staff on behalf of the setting will be clear, transparent and open to scrutiny.
- 7.3.9 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.
- 7.3.10 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.
- 7.3.11 Members of staff who follow and/or like our official social media channels will be advised to use dedicated professionals accounts where possible, to avoid blurring professional boundaries.
- 7.3.12 If members of staff are participating in online social media activity as part of their capacity as an employee of the setting, they will:
  - 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 or past learners or parents/carers.