

Happy Days Nursery

Mobile and Smart Technology Policy



Designated Safeguarding Lead (s):

Sarah Shepherd, Nursery Manager

Pashie Love-Robinson, Deputy Manager

Caroline Wiles (Deputy DSL), Finance Manager

Date written September 2022. Updated: May 2023

Date agreed & ratified by Responsible Person: September, 2022

Date of next review: September, 2023

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 Happy Days Nursery, 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 Happy Days Nursery community when using mobile devices and smart technology.
 - Happy Days Nursery 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 Leads (DSLs), Sarah Shepherd, Nursery Manager and Pashie Love-Robinson, Deputy Manager, 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 leadership team, nursery and 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).

Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
 - Positive Behaviour Policy
 - Acceptable Use Policies (AUP)
 - Cameras and image use policy
 - Child protection policy
 - Staff handbook (Code of conduct)
 - Confidentiality policy
 - Data security
 - Social media

2. Safe use of mobile and smart technology expectations

- Happy Days Nursery 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 Happy Days 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 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 nursery rooms, changing rooms, kitchen 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 Happy Days Nursery 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 or child protection policies.

3. Happy Days Nursery provided mobile phones and devices

- Happy Days 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.
- [Happy Days Nursery](#) mobile phones and devices will always be used in accordance with our Staff Handbook (Code of Conduct) and other relevant policies.
- Where staff are using [Happy Days Nursery](#) 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.

4. 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 [Happy Days Nursery](#) policy and procedures, such as confidentiality, child protection, data security and Acceptable Use Policies.

Staff will be advised to:

- Keep mobile phones and personal devices in a safe and secure place ([staff locker](#)) during working hours.
- Keep personal mobile phones and devices switched off or set to 'silent' mode during working hours.

- 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.
- Staff will only use [Happy Days Nursery](#) 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.
- If a member of staff breaches our policy, action will be taken in line with our staff [handbook \(code of conduct\) 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.

5. Children use of mobile and smart technology

- Mobile phones and/or personal devices **will** not be used on site by [children](#).

6. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
 - [Mobile phones and/or personal devices are not used on the nursery site](#).
- 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 [Nursery Manager, Sarah Shepherd, or Deputy Manager, Pashie Love-Robinson](#) prior to use being permitted.
 - Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the [nursery](#). 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 the Responsible Person, Collette Pridmore of any breaches of our policy.

7. Policy monitoring and review

- Technology evolves and changes rapidly. Happy Days Nursery 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 [Happy Days Nursery](#) will monitor policy compliance, and this will be achieved by AUPs, staff training, leaflets, newsletters and newsfeeds via Family App.

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 [Happy Days Nursery](#) 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 and parents/carers 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 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 DSLs or [Responsible Person](#) will seek advice from the [Education People's Education Safeguarding Service](#) or other agency in accordance with our child protection policy.