

# **Woodpeckers Preschool CIO Mobile and Smart Technology Policy**



## **Key Details**

**Designated Safeguarding Lead : Amanda Swift**

**Deputy Designated Safeguarding Lead: Sarah Bartholomew**

**Date adopted 16<sup>th</sup> August 2021 and will be reviewed annually.**

**Date agreed and ratified by Hazel Leah, Trustee.**

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# 1. Policy aims and scope

- This policy has been written by Woodpeckers Preschool CIO, 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](#)' 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 Woodpeckers Preschool CIO community when using mobile devices and smart technology.
  - Woodpeckers Preschool CIO 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), Amanda Swift, Supervisor, 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 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. 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 and discipline policy
  - Image use policy
  - Child protection policy
  - Code of conduct
  - Confidentiality policy
  - Data security
  - Online Safety
  - Social media

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

- Woodpeckers Preschool CIO recognises that use of mobile and smart technologies is part of everyday life for many learners, staff and parents/carers.
- Electronic devices of any kind that are brought onto site are the responsibility of the user. All members of the 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 any area apart from the office.
- 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 code of conduct and child protection policies.
- All members of the Woodpeckers Preschool CIO 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 online safety or child protection policies.

### 4. School/setting-provided mobile phones and devices

- Staff using Family our online journal platform will do so using Woodpeckers Preschool CIO provided equipment in accordance with our *acceptable use policy*.
- Woodpeckers Preschool CIO 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 children if supervised by a member of staff*.
- Woodpeckers Preschool CIO 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 Woodpeckers Preschool CIO provided mobile phones *and* 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 Woodpeckers Preschool CIO policy and procedures, such as child protection, data security, code of conduct and Acceptable Use Policies.
- Staff will be advised to:
  - Keep mobile phones and personal devices in the office at all times.

- Not use personal devices during the day unless on a break or due to 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.
- Staff will only use Woodpeckers Preschool CIO 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 educational activities.
  - to communicate with parents/carers.
- If a member of staff breaches our policy, action will be taken in line with our staff *discipline procedure* 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's use of mobile and smart technology

- 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. Children's use of the interactive TV will be monitored accordingly with all programs, apps and media being thoroughly explored by a member of staff before being introduced to the children.
- Mobile phones and/or personal devices *will* not be used on site by children.

## 7. Visitors' use of mobile and smart technology

- Parents/carers and visitors, including volunteers and contractors, are expected to ensure that:
  - ***They do not use their mobile phone while on site, if they need to make or answer a call they are to do so in the office and are supervised at all times.***
- Appropriate signage and 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, for example when working with learners as part of multi-agency activity, this will be discussed with the *supervisor* prior to use being permitted.
  - Any arrangements regarding agreed visitor access to mobile/smart technology will be documented and recorded by the Woodpeckers Preschool CIO. 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 supervisor of any breaches of our policy.

## 8. Policy monitoring and review

- Technology evolves and changes rapidly. Woodpeckers Preschool CIO 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 Woodpeckers Preschool CIO 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 Woodpeckers Preschool CIO policies and procedures. This includes: ***Professional code of conduct and child protection policies.***
- 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 the supervisor will seek advice from the

### Education Safeguarding Service

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**Headquarters:** Sessions House, County Hall, Maidstone, Kent ME14 1XQ  
**03301 65 12 00**

**Online Protection:** Sessions House, County Hall, Maidstone Kent ME14 1XQ  
**03301 65 15 00**

**West Kent:** Worrall House, 30 Kings Hill Avenue, West Malling, Kent ME19 4AE  
**03301 65 14 40**

- or other agency in accordance with our child protection policy.

# Woodpeckers Preschool CIO Social Media Policy



## Key Details

**Designated Safeguarding Lead: Amanda Swift**

**Deputy Designated safeguarding Lead: Sarah Bartholomew**

**Named Governor with lead responsibility: Hazel Leah**

**Date adopted 16<sup>th</sup> August 2021 and will be reviewed annually.**

**Date agreed and ratified by Hazel Leah, Trustee.**

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## 1. Policy aims and scope

- This policy has been written by Woodpeckers Preschool CIO 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](#)' 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 Woodpeckers Preschool CIO community when using social media.
  - Woodpeckers Preschool CIO 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), *Amanda Swift, Supervisor* 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 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).

## 1. Links with other policies

- This policy links with several other policies, practices and action plans, including but not limited to:
  - Acceptable Use Policies (AUP)
  - Discipline policy
  - Image use policy
  - Child protection policy
  - Code of conduct
  - Confidentiality policy
  - Data security
  - Mobile and smart technology
  - Online Safety



## 2. General social media expectations

- All members of the Woodpeckers Preschool CIO community are expected to engage in social media in a positive and responsible manner.
- All members of the 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 children and staff access to social media whilst using Woodpeckers Preschool CIO provided devices and systems on site. **Staff will preview any videos to be watched with children before using them. Children do not have unsupervised access to devices connected to the internet.**
- Inappropriate or excessive use of social media during Woodpeckers Preschool CIO hours or whilst using Woodpeckers Preschool CIO devices may result in removal of internet access and/or disciplinary action.
- Concerns regarding the online conduct of any member of Woodpeckers Preschool CIO community on social media will be taken seriously. Concerns will be managed in accordance with the appropriate policies, including allegations against staff, behaviour, staff code of conduct, Acceptable Use Policies, and child protection.

## 3. Staff use of social media

- The use of social media during Woodpeckers Preschool CIO hours for personal use is permitted for staff whilst on their break.
- Safe and professional online behaviour is outlined for all members of staff, including volunteers, as part of our *code of conduct and 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.

### 3.1 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 Woodpeckers Preschool CIO. 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 Woodpeckers  
Preschool CIO
- Members of staff are encouraged not to identify themselves as employees of Woodpeckers  
Preschool CIO 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 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 or past  
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).
- Any pre-existing relationships or situations, which mean staff cannot comply with this  
requirement, will be discussed with the DSL.
- 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.

## 4. Official use of social media

- Our official social media channels is Facebook.
- The official use of social media sites by Woodpeckers Preschool CIO 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 Supervisor prior to use.
- Official social media sites are suitably protected and, where possible, run *and* linked *to* 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 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 learners 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 the Woodpeckers Preschool CIO.
  - 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 or past learners or their family members.
  - Inform their line manager, the DSL (or deputy) of any concerns, such as criticism, inappropriate content or contact from learners.

## 5. Children's use of social media

- The use of social media during Woodpeckers Preschool CIO hours for personal use *is not* permitted for children.
- Woodpeckers Preschool CIO will empower our children 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. Further information is contained within our child protection policy.

- 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 our children 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 child protection.
- 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 children as appropriate, in line with our child protection policy. Civil or legal action may be taken if 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.

## **6. Policy monitoring and review**

- Technology evolves and changes rapidly. Woodpeckers Preschool CIO 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 Woodpeckers Preschool CIO will monitor policy compliance.

## 7. Responding to policy breaches

- All members of the community are informed of the need to report policy breaches or concerns in line with existing Woodpeckers Preschool CIO policies and procedures. This includes:
- 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 *Supervisor* will seek advice from the

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or other agency in accordance with our child protection policy.