

Chudleigh Pre-school

Registered Charity No: 1028874 PLA No: 22478

Mobile Technology Policy

1 Aim

The aim of the Mobile Technology Policy is to protect children from harm, by ensuring the appropriate management and use of mobile technologies by all individuals who are to come into contact with the early years setting. By mobile technology we mean mobile phones, tablets and wearable technology with the facility to record or transmit audio-visual data. The Designated Safeguarding Leads (DSL) ensure the implementation of this policy and its regular review.

2 Scope

The Mobile Technology Policy will apply to all individuals who are to have access to and/or be users of personal and/or work-related mobile technologies within the broadest context of the setting environment. This will include children, parents and carers, pre-school staff, volunteers, students, committee members, visitors, contractors and community users. This list is not to be considered exhaustive.

3 Policy statement

It is to be recognised that it is the ability of smartphones and of some wearable technology to record and transmit audio and visual data that will give the most cause for concern and which should be considered the most susceptible to potential misuse. Examples of misuse are to include the taking and distribution of indecent images, exploitation and bullying.

It must be understood that should mobile devices be misused, there will be a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not to be considered exclusive to children, so the needs -and vulnerabilities of all must be respected and protected.

Mobile phones will also cause an unnecessary distraction during the working day and are often to be considered intrusive when used in the company of others.

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It can often be very difficult to detect when mobile technologies are present or being used. The use of all mobile technologies needs to be effectively managed to ensure the potential for misuse is to be minimised.

The whole setting on both sites is to be a personal mobile device-free zone.

4 Procedures

Clearly defined policies and procedures will aim to ensure effective safeguarding practices are in place to protect children from harm and exposure to behaviours associated with misuse. The need to ensure mobile technologies will not cause unnecessary and/or unsafe disruptions and distractions in the workplace are also to be considered.

All mobile technology use is to be open to scrutiny and the DSL is to be able to withdraw or restrict authorisation for use at any time if it is to be deemed necessary.

The recording, taking and sharing of images, video and audio on any personal mobile technology is prohibited except where it is to be explicitly agreed otherwise by the DSL as detailed in Section 5

Personal Devices

The whole setting is deemed a personal mobile device free zone.

A designated safe and secure area is to be made available to Pre-School staff and visitors for the storage of personal belongings during the working day. (School Site: lockers are available; Town Hall site: a drawer that is locked for the session.) Staff and visitors should recognise that they are to leave any belongings in such storage areas at their own risk. It is recommended that should mobile technologies be stored, they are to be security marked, password protected and insured. No liability for loss and/or damage is to be accepted.

All staff are required to place their personal mobile phones - or any technology with the facility to record or transmit audio or visual data - in these cupboards during the session. They may retrieve and use their mobile phones during their lunch break and this is to be done in an area where there are no children present.

Visitors are also asked to place their belongings in these cupboards, or alternatively to leave their mobile devices in their car. Should they need to use their phone, they will be asked to leave the room and do so in an area where there are no children present.

Parents are asked not to use their phones when dropping off or collecting children and those that use their phones in the room will be asked to turn them off.

There is an expectation that staff will provide the Pre-School landline phone number as an emergency contact number. It is to be ensured that the landline phone remains connected and operational at all times, except in circumstances beyond reasonable control.

Setting Devices

Chudleigh Pre-School has three setting mobile phones and these are clearly labelled as such. One phone is kept with the 'transfer' bag and is for use when a staff member is transferring children between settings. The other two phones are kept at the School Site and are used for communication purposes between our indoor and outdoor areas and for contacting parents/the Town Hall/outside bodies in lieu of an outgoing phoneline at the School Site. One of these phones will also be taken on any trip or outing. All mobile phones are to be used for calls and texts only.

Chudleigh Pre-School has eight tablets across our two sites. There are three tablets at each site for staff use: we use them for online learning journeys (Tapestry) as well as taking photos of childrens' work for Facebook. The tablets are PIN protected, and the Tapestry app is also password protected; staff then also need to log in through their own individual PIN. Photos taken through the Tapestry app are not stored on the tablet; those taken through the camera (eg outside where there is no wifi) are uploaded to Tapestry and then deleted on a weekly basis. The tablets are stored in lockable cupboards overnight. There is one tablet at each site for the childrens' use. These are Kindle Fires (Kids Edition). These each have an adult and child account: apps, books and films can only be downloaded through the (PIN-protected) adult account and the parental controls are set so that any content available is appropriate for the ages 2-4.

5 Pre-school Facebook Page

A nominated member of the Pre-School committee and /or member of staff will take photos to add to the Pre-School Facebook page. We do not take photos of the children, only of our resources and the childrens' work, etc. These photos may be taken using the setting tablet and assigned to 'trial child' on Tapestry, or on a personal mobile phone if there are no children present, i.e. after the end of the session.

Adopted at Committee Meeting

10 July 2012

Reviewed July 2013, September 2014, October 2017, July 2019, September 2021

Related Policies:

Acceptable Use Policy

ICT Misuse Policy

Camera and Image Policy

Use of Internet Policy

Confidentiality and Data Protection Policy