Digital Devices, Social Media, And IT Policy

Policy Aim

- We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of technology which includes (but is not limited to) mobile phones, smart watches, tablets, laptops and cameras in the setting.
- We believe staff should be completely attentive during working hours to ensure all children's safety and the quality of learning and care in our setting is maintained from dedicated staff.
- To maintain our quality reputation and ensure this is not damaged by inappropriate comments on social media.

Procedures

Children

- Children will be taught about staying safe when using technology.
- All children must be supervised when using technology which connects to the internet.
- Devices used by children should have parental control or child mode activated where possible.

Parents and other visitors to setting

- At drop off and pick up parents are requested to keep their mobile phone in a bag / pocket / out of sight whilst on the setting grounds.
- Parents/visitors attending meetings or taking part in sessions must leave their mobile phone, camera and any other electronic devices with imaging and sharing capabilities in the designated storage area.
- If there is an urgent need for a parent / visitor to take / make a call they can use their phone if:
    - supervised by a member of staff
    - they leave the grounds
    - they use the setting phone.

- During special events permission may be granted for parents to photograph or video the children. Any photos or video taken by parents must not be shared on social media if any child or adult not in your own family group are visible.
- Parents receive information from the setting about keeping children safe online.

Use of setting equipment

- Photographs and recordings of children are only taken by staff if parents provide written permission to do so.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development (whilst children are registered with the setting), for displays within the setting or for marketing and publicity purposes where parents have given permission.
- Photographs or recordings of children are only taken on equipment belonging to the setting and will not be uploaded to apps for printing/taken for offsite printing without parental permission.
- Camera and video use is monitored by the setting manager.
- Any photos taken on setting phones and other devices must be uploaded to secure storage and deleted from the phone or device regularly.
- All staff who use setting IT equipment (including computers, laptops, tablets / iPads and setting mobile phones) are offered eSafety training.
- All IT equipment is password protected to ensure there is no unauthorised access to confidential data.
- All IT equipment, where appropriate, must have adequate security software.
- All digital images are removed from the setting's computer on a regular basis.
- See confidentiality policy for storing computerised information.
- Setting mobile phones should only be used for setting business or personal calls in an emergency.
- Any loss or misplacement of digital devices must be reported immediately to the Data Protection Officer in accordance with the Data Protection Policy.

Social Media

- Staff must bear in mind their professional roles when they access social networking sites. Comments or images can be harmful or misunderstood and could damage the reputation of the staff member and setting.
- Staff must disclose friendships with parents on social media to the setting manager who will monitor inappropriate use and language. If staff are parents of children attending the setting please discuss this with your line manager.
- Staff should be aware of their public profile on social networking sites and should consider making use of high security settings or using an alternative form of their name to maintain their privacy (e.g. First name, middle name).

- Staff must adhere to the confidentiality policy at all times.
- Any member of staff found to be in breach of any of the above may be subject to disciplinary action. Every staff member has a duty to report any breach of policy they become aware of to the setting manager.
- All setting social media pages and groups must have an Early Years Manager as an Admin.
- Any social media page or group set up on behalf of the setting must include a Guidelines statement as follows:
    - This page/group is run on behalf of the setting. Please observe the following guidelines. Members who fail to do so will be removed.
        - Be polite
        - Be kind
        - No hate speech or bullying
        - Respect privacy and confidentiality
- Staff members who leave the setting must also leave all of the settings-run social media pages and groups.
- Any social media group or page that is no longer in use must be closed.

Staff personal mobile phones and connected digital watches

- Personal mobile phones and other electronic devices with imaging and sharing capabilities belonging to staff, students and volunteers can only be used in the designated staff area with the door closed during a break. At all other times the devices must be secured away from the children, as agreed by the setting manager.
- Staff should be mindful of their screen saving images/pictures saved to their digital watches.
- In the event of an emergency, staff should be contacted on the setting telephone number, 07392 272278.
- Staff, students and volunteers should ensure that the work telephone number above is known to immediate family and other people who need to contact them in an emergency.
- The setting mobile must be taken on all outings. With the manager's agreement, staff mobile phones may be taken on outings to be used only in the case of an emergency, when more than one phone may be required.
- Setting staff personal mobile phones or digital devices must never be used by for taking photographs of children in the setting or on outings.