

Use of mobile phones, cameras and technological devices policy

September 2019

* Throughout this policy the term non-staff may include children, parents, visitors and contractors.

1. Use of personal technological devices by staff and volunteers

Whittlesford pre school playgroup CIO (WHITSERS) recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that staff may also have other technological devices in their possession or within their personal belongings.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately or distract from the safe supervision of the children. The setting management has implemented the following policy:

- Personal mobile phones and technological devices should only be used outside of the playroom and never whilst children are present.
- Personal mobile phones and technological devices should be stored in a box in the hall kitchen .
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the manager or employer to use their mobile phone or a technological device.
- If a staff member, student or volunteer must use their mobile phone or technological device (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, students or volunteers who ignore this policy and use a mobile phone or other technological device on the setting premises without permission may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and may constitute evidence relating to a criminal offence,

- The 'Allegations of Abuse' process will be followed (please refer to the setting's 'Child Protection Policy').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

2. Use of personal mobile phones, cameras and technological devices by non-staff*

WHITTLESFORD PRE SCHOOL PLAYGROUP CIO (WHITSERS) recognises that visitors may wish to have their personal mobile phones and technological devices with them.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Mobile phones and technological devices must only be used away from the children and where possible, off site.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the setting manager to use their mobile phone.
- The setting's main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the setting manager and in accordance with the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the setting's document 'Guidance for settings on the use of images').
- In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Child Protection and Safeguarding Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.

3. Use of the setting's mobile phone, camera and technological devices

WHITTLESFORD PRE SCHOOL PLAYGROUP CIO (WHITSERS) provides a mobile phone and tablets and ipads, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

- Only the camera and technological devices belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events with the exception of sports day, Christmas Nativity play and Summer

and Christmas parties. Parents are advised to not share images on social media if the images contain other children.

- Images must be used in accordance with the GDPR and Data Protection Act 2018.
- Cameras and technological devices should only be used where two or more staff members are present.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. The 'Logging Concern Form and Body Map' must be used to record factual observations.
- The setting's mobile phone must only be used for work related matters.
- In circumstances where there is a suspicion that the material on the setting's mobile phone or technological devices may be unsuitable and provide evidence relating to a criminal offence, the allegation process will be followed (please refer to the setting's 'Child Protection and Safeguarding Policy').
- The setting's mobile phone and technological devices remain the property of the setting at all times and should not be taken off of the premises (with the exception of visits and outings).
- Parents have all signed a use of images consent form before child starts at the Pre school

Adoption and annual review of the policy

This policy was adopted at a meeting of:

**WHITTLESFORD PRE SCHOOL
PLAYGROUP CIO (WHITSERS)**

held on: 23rd November 2019

Signed on behalf of the
Management Committee / Proprietor:

(insert signature)

This policy was
reviewed on:

(insert date)

(insert signature)
