



USE OF MOBILE PHONES, CAMERAS & TECHNOLOGICAL DEVICES

SMARTIES PRE SCHOOL & OUT OF SCHOOL CLUB

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

1. Use of personal mobile phones, cameras and other technological devices by staff, volunteers or students

Smarties Preschool & Out of School Club recognises that staff, volunteers and students 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 other technological devices should only be used outside of working hours and not when children are present. Smart watches should have messaging and camera modes turned off if worn when working directly with children.
- Personal mobile phones and technological devices must be stored in the admin office or staff toilets. Smartwatches may be worn at the setting as long as they do not contain a camera. If they have a camera the same rules as mobile phones apply.
- Personal calls should be avoided during work hours. 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 and ideally, this should be done from outside the setting.
- 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 phone 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 mobile phones in the event of an emergency. The setting will consider purchasing an additional phone/s to be used on off-site trips and in emergencies when evacuation of the premises is required (such as fire emergencies).
- Staff are not permitted to use recording equipment on their personal mobile phones, cameras or any other devices to take photographs or videos of children at Smarties Pre-School and Out of School Club.



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- 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 'Safeguarding and Child Protection Policy').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.
- If any of the above points are not followed, the staff member involved could face disciplinary action which in turn, could lead to dismissal from their role.

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

Smarties Preschool & Out of School Club recognises that visitors may wish to have their personal mobile phones, smartwatches and technological devices with them.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and other 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.
- On entry, all parents/carers/visitors and volunteers will be asked to switch off their phone. They will also be asked to keep their mobile phones inside their bag or left in a coat pocket in the foyer whilst at the setting. Smartwatches may be worn at the setting as long as they do not contain a camera. If they have a camera the same rules as mobile phones apply.
- Should they wish to answer a call or text or check their phone, they will be asked to go outside of the setting to do this.
- 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 phone number can be used for emergencies.
- All images of children (including images on mobile phones) must only be taken in line with our 'Use of images consent form' (which is completed as part of the New Starter registration process) and 'Use of Images Policy' which is in accordance with the General Data Protection Regulation and Data Protection Act 2018 (GDPR) and safeguarding advice.
- In circumstances where there is a suspicion that the material on a mobile phone or other 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



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

Smarties Preschool & Out of School Club provides an Ipad/s for staff, volunteers and students to use to support their work with children and record observations about the children on the learning journal system. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

- Only the device's belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events and off-site trips.
- 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.
- The setting's mobile phone must only be used for work related matters.
- Where there is a safeguarding concern where abuse is suspected, the setting should not take images of a child's injury, bruising or similar even if requested by Children's Social Care. (Guidance for safer working practice for those working with children and young people in education settings, May 2019 page 22). The 'Log of Concern and Body Map' must be used to record all factual observations where abuse is suspected.
- 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 'Allegations of Abuse' process will be followed (please refer to the setting's 'Child Protection and Safeguarding Policy').
- The setting's mobile phone and other technological devices remain the property of the setting at all times and should not be taken off of the premises (with the exception of outings or other off-site trips).
- The setting's Ipad is kept in a lockable cupboard when not in use. It must never be taken off-site nor the images be downloaded onto any other device. Periodically it will be reviewed and any photos no longer needed will be deleted.

4. Personal Mobile Phones, Cameras and Technological Devices Belonging to Children

- Children are not permitted to use their own mobile phones, cameras or technological devices whilst at Smarties Preschool or Out of School Club.
- If a child brings in their own mobile phone, camera or technological device, they will not be permitted to use them and will be asked to turn them off and leave them in the admin office.

This policy was adopted on: 07/06/2023 Date

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Name of signatory: Victoria Hutter

Role of signatory: Chairman of the Committee

Signed: 07/06/2023