



## Mobile Phone and Electronic Device Use Policy

*This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.*

### **Mobile phones and other devices that accept calls, messages and video calling**

At Ribbons Preschool we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the preschool receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches and/or fitbits during working hours (smartwatches/fitbits may only be used to monitor the time and/or count steps.)

We use mobile phones supplied by the preschool to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our online safety policy and acceptable IT use policies to ensure children are kept safe when using the preschool devices online

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches/fitbits should be stored safely in staff lockers or **[insert place]** at all times during the hours of your working day
- No personal device is allowed to be connected to the preschool Wi-Fi at any time
- The use of preschool devices, such as tablets, must only be used for preschool purposes
- The preschool devices will not have any social media or messaging apps on them
- Any apps downloaded onto preschool devices must be done only by management. This will ensure only age appropriate and safe apps will be accessible to staff or children using them
- Passwords / passcodes for preschool devices must not be shared or written down and will be changed regularly
- During outings, staff will use mobile phones belonging to the preschool wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only preschool owned devices will be used to take photographs or film videos
- Preschool devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to preschool as soon as practically possible

## **Parents' and visitors' use of mobile phones and smartwatches**

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care and share information about the child's day. However parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the preschool or when collecting or dropping off their children.

If you are found to be using your phone inside the preschool premises you will be asked to finish the call or take the call outside.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child. Visitors are requested to leave their mobile phones or smart watches in the safety of the office where they will be locked away safely.

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smart watches with these capabilities, as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the preschool.

## **Photographs and videos**

At Ribbons Preschool we recognise that photographs and video recordings play a part in the life of the preschool. We ensure that any photographs or recordings (including CCTV) taken of children in our preschool are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered and we update it on a regular basis to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our preschool website, brochure and the local press; and for security in relation to CCTV and the different social media platforms we use. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey. Photographs and videos will not be taken in areas in which intimate care routines are carried out.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the preschool. The preschool manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on preschool mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the preschool premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to

distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

This policy was adopted on: 23.08.19

This policy was amended on: 09.01.2020

Signed on behalf of the preschool: K.Watkins-Freeman

Date for review: 09.01.2021

Policy reviewed:09.01.2021

Date for review: 09.01.2022

