

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 necessary to safeguard children.

Re Smart and/or fitness watches: It is recommended that you amend this policy at your discretion depending on what the device is capable of doing, e.g. ones that receive calls and messages are prohibited but ones that only have a capacity to count steps are allowed.

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

At **Beaufort Community Association Childcare** 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 setting 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 or smartwatches with photographic or photo sharing capabilities during working hours.

We use an emergency mobile phone and tablets supplied by the setting only to provide a means of contact in certain circumstances, such as outings and record observations of the children's activities.

This policy should be used in conjunction with our Online safety policy and Acceptable internet use policy, to ensure children are kept safe when using the setting devices online.

Staff must adhere to the following:

- Mobile phones, smartwatches and fitness watches are either turned off or on silent and not accessed during working hours
- Mobile phones, smartwatches and fitness watches can only be used on a designated break and then this must be away from the children
- Mobile phones, smartwatches and fitness watches must be stored safely in staff lockable draw at all times during working hours
- No personal device is allowed to be connected to the setting Wi-Fi at any time
- The use of setting devices, such as tablets, must only be used for setting purposes
- The setting devices will not have any social media or messaging apps on them, except those used by management for setting purposes only
- Any apps downloaded onto setting devices must be done only by management. This will ensure only age and content appropriate apps are accessible to staff, or children using them
- Passwords and/or passcodes for setting devices must not be shared or written down, and will be changed regularly
- During outings, staff must only use mobile phones belonging to the setting
- Only setting owned devices will be used to take photographs or film videos

- Setting devices will not be taken home with staff and will remain secure at the setting when not in use. The emergency phone will remain in the possession of a DSL for setting purposes out of hours or in order to send messages in an emergency such as adverse weather conditions.

Parent use of mobile phones and smartwatches

Parents are kindly asked to refrain from using their mobile telephones whilst in the setting or when collecting or dropping off their children. We will ask any parents using their phone inside the setting premises 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

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, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the setting.

Visitors' use of mobile phones and smartwatches

Visitors are not permitted to use their mobile phones or smart watches whilst at setting and are asked to leave them in a safe secure place such as the setting office for the duration of their visit.

Photographs and videos

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

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 setting 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 where intimate care routines are carried out.

If a parent is not satisfied 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 setting. The setting manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

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

Parents and children are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the setting 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 or other platforms areas without permission from the parents of all the children included in the picture.

Applicable for settings using online learning journals only

At **Little Bees Nature Preschool** we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We carry out 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 breaching these safeguarding procedures.

This policy was adopted	Signed on behalf of the setting	Date for review
<i>Beaufort Community Association Childcare</i>	<i>A.Hartwell</i>	<i>14/11/2024</i>