



## Use of mobile phones, smart watches, cameras and technological devices

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

### 1. Use of personal technological devices by staff and volunteers

Stretton Pre-School 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 for example 'smart' watches (e.g. Fitbit/Apple etc.).

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 pre-school management team has implemented the following policy:

- Personal mobile phones and technological devices should only be used outside of working hours and never whilst children are present. (staff may use their phones at lunch time, away from children)
- Personal mobile phones and technological devices should be stored in the lockable safe located in the office at Fourfields and the locked cupboard at Main Street.
- Smart watches, if worn, must be disconnected from sending/receiving text messages, emails etc. from the mobile device during working hours.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the Manager, Deputy Supervisor or Named Deputy to use their mobile phone or 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 numbers can be used for emergencies by staff or volunteers or by people who need to contact them. The numbers are 01733 248048 (Main Street) and 01733 746521 (Fourfields).
- Members of staff must not take their personal mobile phones out on outings - the Pre-school outing mobile phone must be used (should the pre-school mobile be out of order, the Manager, Deputy Supervisor or Named Deputy can allow the senior practitioner to take their personal mobile. In this situation they can only use the mobile phone in an emergency situation and they must not make or receive personal calls as this will distract them)
- 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\***

**Stretton Pre-School 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 team 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 Manager, Deputy Supervisor or Named Deputy to use their mobile phone.
- The setting's main telephone number can be used for emergencies. The numbers are 01733 248048 (Main Street) and 01733 746521 (Fourfields).
- Photos of children must not be taken without prior discussion with the Manager, Deputy Supervisor or Named Deputy and in accordance with the General Data Protection Regulation (GDPR) Data Protection Act 1998 and using the 'Use of images consent form' (please refer to the setting's document 'Guidance for settings on the use of images, cameras and technological devices' in accordance with the Data Protection Act 1998').
- 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.
- Notices are displayed at pre-school events where a photographer is present and taking photographs on behalf of the pre-school. Parents/carers should inform a pre-school representative if they do not wish their child to be included in photographs.

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

Stretton Pre-School provides a mobile phone and camera (via tablets) for staff, 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.
- Images must be used in accordance with the GDPR and Data Protection Act 1998.
- Photographs and recordings of children during pre-school hours are only taken if parents provide written permission to do so (found on the individual child's Parent/Carer Contract Form on registration).
- 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 'Allegations of Abuse' 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).
- An 'Outings' tablet is provided at each setting. All photos and videos must be transferred and deleted from the outings tablet after the outing. No other tablet or device should be taken on outings as these will contain images of children.

#### Adoption and annual review of the policy

This policy was adopted at a meeting of: Stretton Pre-School

held on: 4 October 2018

Signed on behalf of the  
Management Committee

Emily Greenfield - Chair Person

This policy was  
reviewed on: 24 September 2019

This policy was  
reviewed on: \_\_\_\_\_

This policy was  
reviewed on:

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## Useful contacts

**Education Safeguarding Tema**

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