

Mobile Phone and Camera Policy

The welfare, protection and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect and to help promote the safety of the children in our care.

Happy Adventures Preschool has a **no use** of personal mobile phones policy whilst caring for children. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the concern of staff being distracted from their work with children and the inappropriate use of mobile phone cameras around children.

MOBILE PHONES & SMART WATCHES (APPLE WATCHES)

We believe our staff should be completely attentive during their working hours to ensure all children in the preschool receive good quality care and education. Personal mobile phones must **not** be used during working hours. Staff are permitted to keep their phones switched on in case of urgent calls, but they will be kept in the office, away from children and must be on silent.

Under no circumstances does the Preschool allow a member of staff to contact a parent/carer using their personal device. Everyone bringing personal devices into Preschool must ensure there is no inappropriate or illegal content on the device. All staff must ensure their mobile phones are inside the desk located in the office throughout contact time with children. Staff are permitted to use their mobile phones during their lunch breaks away from the children.

The use of apple watches/smart watches etc, are also not permitted. Staff wearing smart watches will be asked to remove them and leave them locked away along with their personal mobile phones in the office.

It is the responsibility of all members of staff to be vigilant and to report any concerns to the nursery manager. (See whistleblowing policy)

If any staff member has a family emergency or similar, their mobile will be kept in the office and they will be called to take a call. Prior permission must be sought from the manager.

Only management are permitted to use the Preschool mobile phone. This is used for taking calls and emails, as well as taking photographs of the children to upload onto Tapestry. All photos will be immediately uploaded and then deleted from the phone.

Staff will have access to a staff preschool phone to take photographs of the children which will be uploaded onto tapestry. All photographs will be deleted immediately. This phone will remain in the preschool hall at all times and will not be used for any other purpose.

During group outings a nominated staff member will take the allocated nursery mobile phone out with them in case of emergency. This should only be used for emergency calls and incoming calls from the Preschool, under no circumstances must a member of staff take a personal call whilst caring for children. It is the responsibility of all staff members to be vigilant and report any concerns to the Preschool Manager.

The manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over inappropriate use of it. Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as well as the police. Guidance will be followed with regards to the dismissal of the staff member.

Parents & Visitors

Parents or visitors will be advised that they should not use their mobile phone for any reason whilst on Preschool grounds. Visitors are signed into the Preschool and asked to leave their personal belongings and mobile phones in the office area.

CAMERAS & CAPTURING IMAGES

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated preschool camera devices are to be used to take photos within the setting or on outings.
- Images taken on these devices must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the staff device; this should be placed in the office when not in use.
- The device must be locked away at the end of every session.
- Images taken must be uploaded immediately and then deleted from the device
- Parental permission is obtained from the parent/carer on joining the setting to the use of photographs in the setting.

This policy is in place to protect and safeguard both children and staff.