



Kiddie Kapers Nursery & Little Rays Day Nursery



Mobile Phone and Recording Devices Policy

Introduction

Technology is a wonderful thing, it allows us to document, share and keep in touch 24/7. But we also understand that at Beaver Community Trust Ltd we need to ensure that there are effective procedures in place to protect our children from the unacceptable use of mobile phones and recording devices in the setting. For the purpose of this policy a recording device includes cameras, tablets, SMART watches, portable gaming machines and any other device with a built in camera.

Policy Statement

This policy forms part of our wider Safeguarding Children policies and procedures and should be read in conjunction with the following:

- Safeguarding and Child Protection
- Allegations of abuse against staff members
- Online Safety
- Acceptable Use
- Image Use
- Confidentiality

It applies to all staff, management, volunteers, students, visitors to the setting and other individuals who work for, or provide services to Beaver Community Trust Ltd as well as parents/guardians and children.

The settings Designated Safeguarding Persons, Sheila Tong, Tracy Wratten, Samantha Jones, Felicity Smissen and Claire Giles are responsible for ensuring the acceptable, safe use and storage of all technology and images within Kiddie Kapers and Little Rays Nurseries. This includes the management, implementation, monitoring and review of this Mobile Phone and Recording Devices Policy. In addition and in accordance with our Image Use Policy, the DSL has the authority to view any images taken and/or to withdraw or modify a member of staff's authorisation to take images at any time. All members of staff, students, volunteers and visitors should be aware that all images taken within the setting are available for scrutiny and that they must be able to justify any images in their possession.

Where concerns are raised, or disclosures made, regarding suspicious activity relating to the use of mobile phones and recording devices and their images the Designated Safeguarding Lead will contact the Local Authority Designated Officer (LADO) for advice.

Responsibilities

Personal Mobile Phones, tablets and other recording devices.

We accept that staff, volunteers and students will bring their mobile phones to work with them and will have access to them during their breaks throughout the day. However to ensure the safety of children and prevent the unacceptable use of these the following apply:

- To comply with our safeguarding policy, staff will NOT be permitted to have their mobile phones on their person whilst they are looking after children or during working hours.
- Staff, volunteers and students are permitted to leave these switched off whilst on the premises but they should not be checked and they should be kept in designated drawer/cupboard in the office.
- All staff, students and volunteers are made fully aware of this policy as part of their induction on their first day.
- Members of staff are responsible for ensuring that the telephone number of the setting is known to their immediate family and those who may need to contact them in an emergency such as their child's school.
- In the event that a member of staff has a particular reason or need to answer their mobile telephone during a session, for example to receive an urgent message or phone call, they must first seek permission from a Designated Safeguarding Person. Any such urgent call must be taken in private and away from areas used by the children.
- Staff are not permitted to walk through the setting at any time using or holding their mobile phone. This includes whilst on breaks and before or after their shift.
- Staff will not be permitted to wear a Smart watch during working hours. This is to ensure the staff are not distracted from their care of the children by receiving emails and / or text messages.
- Personal mobile phones and recording devices are not permitted to be taken on outings.
- Any staff members, volunteers or students found to be in breach of this policy will face immediate disciplinary action.

Setting Mobile Phones, tablets and other recording devices.

- Our settings have a mobile phone for use by staff on outings and emergencies. These mobile phones do not have cameras.
- The setting mobile phone must be taken on all outings and should have a fully charged battery before any groups of children leave the premises. Staff are not permitted to take their own mobile phones or other recording devices during outings.
- Photographs and recordings of children are only to be taken for valid reasons, i.e. to record a child's development, for displays within the setting, or to record moments to share with parents via the Facebook group and/or website.
- The use of the setting mobile phone and tablet is monitored by the Designated Safeguarding Person for appropriate use.
- Photographs and images of children are only taken if there is written permission to do so in line with our Image Use policy.

Parents/Guardians and Visitors.

- Parents/guardians and visitors are not permitted to use their mobile phone whilst on the premises. If a parent comes to collect or drop off their child whilst using their mobile to take a call they will be asked to wait outside until that call is finished.
- Any parent/guardian or visitor who is seen using their mobile phone will be immediately challenged by a member of staff.

- Any parent/guardian who continues to use their mobile after being challenged may be asked to leave the premises.
- A clear sign will be displayed at the front door of the setting to alert all persons that their mobile phones must not be used in the building.
- Visitors are also requested not to use their mobile phones whilst on the premises. However, there is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office throughout the day. If a visitor needs to use their mobile phone to receive a call they must do so in private and in areas which are not used by the children.
- Any parent/guardian or visitor who refuses to comply with this policy may be permanently excluded from entering the setting premises at arrival and collection times.