

1.6 Use of mobile phones, smart watches, cameras and technology

Policy statement

Anthony Roper Pre-school and Kindergarten CIO take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones, cameras and technology in the setting. We believe that our staff should be completely attentive during their hours of work to ensure all children in the pre-school receive good quality care and education. Ensuring that mobile phones are not allowed during these times is part of this process.

Procedures

Personal mobile phones and smart watches

- Personal mobile phones belonging to our staff and volunteers are not used on the premises during working hours, except in designated breaks, and these must be taken away from the children in the staff room.
- At the beginning of each individual's shift, personal mobile phones and/or smart watches are stored in a box in the staffroom. They are signed in at the beginning of the day and out again at the end of the day. This is monitored by our Designated Safeguarding Lead, Donna Gifford and our Deputy Designated Safeguarding Lead, Sam Aitchison.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the manager.
- Our staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- Our staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. These will be stored in a designated box in the reception area.

Cameras, videos, laptops and tablets

- Our staff and volunteers must not bring their own cameras, video recorders or tablets into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to the setting. This equipment is kept in a locked filing cabinet in the office and is signed out at the start of a session and back in at the end of each day. Our Designated Safeguarding Lead, Donna Gifford, or Deputy Designated Safeguarding Lead, Sam Aitchison, is responsible for ensuring that this happens.
- Camera and video use is monitored by our managers.
- We recognise that parents will want to take photographs and video recordings of their own child at special events. We will make it clear at the start of each event that these images must be for their own personal use.

- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found in the individual child's registration folder) and that written permission is obtained prior to the child starting at the Pre-school.
- From time to time children will be reminded that photographs will only be taken with their permission.
- Children will have access to using cameras for developmental progress, under supervision from an appropriate adult and these cameras will remain in the pre-school.

This policy was adopted by	ARPS&K	(name of provider)
On	08/09/2019	(date)
Date to be reviewed	November 2023	(date)
Signed on behalf of the provider		
Name of signatory		
Role of signatory (e.g. chair, director or owner)		