

Use of Mobile Phones, Smart Watches and Cameras Policy

We 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 and cameras in the setting.

Personal mobile phones/smart watches

- Personal mobile phones/smart watches belonging to our staff and volunteers are not used during working hours in the pre school. Staff are able to make phone calls or check messages in the back store room of the kitchen, away from the children.
- At the beginning of each individual's shift, personal mobile phones are stored in the back store room behind the kitchen with their personal belongings.
- Smart Phones can be worn but need to be disconnected from Bluetooth so personal messages and phone calls do not interrupt the sessions.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the supervisor/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.
- If our members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
- Our staff and volunteers will not use their personal mobile phones for taking photographs of children on outings – we have a specific phone with no SIM for this purpose and this must be used.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. They will be refused entry whilst on the telephone at drop off and pick up times, and will be asked to turn their telephone off and put them away. Visitors will be made aware that they are not to receive calls and not to use phone at all whilst on the premises. We make an exception if a visitors company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos

- Our staff and volunteers must not bring their own cameras or video recorders 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.
- Camera and video (on our iphone that does not have a SIM card) in use is monitored by our owner/manager. Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Under the Data Protection Act 1998, photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form/file).

Social networking

Staff must not post anything on their personal social networking sites (e.g. Facebook, Twitter, Instagram, LinkedIn etc.) that could offend any other member of staff/parents/carers using the pre-school.

If staff allow parents/carers to view their page on a social networking site then the relationship must remain professional at all times. Staff must not post anything on sites that could be construed to have an impact on the pre-schools reputation.

Staff, through close working relationships with parents, learn a considerable amount of information about families; this is not to be discussed on networking sites and must be confidential and in line with our Confidentiality Policy. If any of the above points are not followed then the member of staff involved will face disciplinary action which could result in dismissal.

This policy was adopted by Kingfisher Kindergarten Ltd

Date to be reviewed	Annually
Signed on behalf of the provider	La-Ryne van der Westhuizen
Role of signatory	Owner