



1.7 Use of mobile phones, cameras and technological devices policy

October 2024

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

1. Use of personal mobile phones, cameras and other technological devices by staff, volunteers or students.

2.

The Cygnets Milton 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.

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 or distract from the safe supervision of the children. The setting management 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. Smart watches should have messaging and camera modes turned off if worn when working directly with children.
- Personal mobile phones and technological devices should be stored in staff members individual lockers located in the foyer and must not be taken further into with building, with the exception of the office.
- In very unusual circumstances, such as a family emergency, staff and volunteers should seek permission from the manager or employer to use their mobile phone or a 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 number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off-site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency. The setting will consider purchasing an additional phone/s to be used on off-site trips and in emergencies when evacuation of the premises is required (such as fire emergencies).
- 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 other technological devices by non-staff*

The Cygnets Milton 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 other technological devices have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Mobile phones and technological devices must be stored in the visitor locker or office, and 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 setting manager to use their mobile phone.
- The setting's main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the setting manager and in accordance with the UK General Data Protection Regulation (UKGDPR) and Data Protection Act 2018 and using the 'Use of images consent form' (please refer to the setting's document 'Guidance for settings on the use of images').
- In circumstances where there is a suspicion that the material on a mobile phone or **other** technological device may be unsuitable and provide evidence relating to a criminal offence, the allegations 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.
- **Exceptions may be made when visitors need to use their device for medical recording such as in the case of recording sugar levels for a diabetic. The setting will risk assess the use of the device in this instance and remind the visitor of the strict use of the device for only this purpose.**

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

The Cygnets Milton Pre-School provides an iPad 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 iPad and **other** technological devices belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events and off-site trips.
 - Images must be used in accordance with the GDPR and Data Protection Act 2018.
 - Cameras and technological devices should only be used where two or more staff members are present.
 - The setting's mobile phone must only be used for work related matters **and have no social media apps downloaded on to it.**
 - Where there is a safeguarding concern where abuse is suspected, the setting should not take images of a child's injury, bruising or similar even if requested by Children's Social Care. (Guidance for safer working practice for those working with children and young people in education settings, May 2019 page 22). The 'Log of Concern and Body Map' must be used to record all factual observations where abuse is suspected.
 - 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.
 - In circumstances where there is a suspicion that the material on the setting's 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 other 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).
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- The setting **Designated Safeguarding Lead** will be responsible for filtering and monitoring the use of devices within the setting, ensuring that they seek support from an IT specialist should there be concerns about the device and content.
- Recommendations for more information can be found from the Safer Internet Centre.
- **Further consideration must be given to requirements within the Early Years Online Safety Considerations for Managers, UK Council for Internet Safety.**

Adoption and annual review of the policy

This policy was adopted at a meeting of:

The Cygnets Milton Pre School

held on:

20th January 2025

Signed on behalf of the

Management Committee / Proprietor:

Lianne Stanford

Committee Chair

This policy was reviewed on:

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Useful contacts

Education Safeguarding Team

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