

Mobile Phone and Electronic Device Use

EYFS: 3.6

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets, and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem required to safeguard children.

Mobile phones and other devices that accept calls, messages, and video calling.

At **Milnrow Pre-school CIC** we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the pre-school receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones and smartwatches and/or fitbits that receive calls and messages during working hours. We use mobile phones to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our online safety policy to ensure children are kept safe when using the Pre-school devices online.

Staff must adhere to the following:

- Mobile phones/smartwatches/fitbits are either turned off or on silent (disconnected from Bluetooth) and not accessed during your working hours.
- Mobile phones/smartwatches/fitbits can only be used on a designated break and then this must be away from the children.
- Mobile phones/smartwatches/fitbits should be always stored safely in a locked cupboard during the hours of your working day.
- Only personal devices are allowed to be connected to the Pre-school wifi when in the conservatory.
- The use of nursery devices, such as tablets, must only be used for Pre-school purposes.
- The pre-school Mobile will have social media and messaging apps but will have a robust password and fingerprint access and an app lock on them as advised by the ICO.
- Any apps downloaded onto nursery devices must be done only by management. This will ensure only age-appropriate and safe apps will be accessible to staff or children using them.
- Passwords/passcodes for Pre-school devices must not be shared but are written down in a locked USB that can only be accessed by management via fingerprint.
- During outings, staff will use one personal mobile phone for emergencies. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only Pre-school owned devices will be used to take photographs or film videos.
- Pre-school devices will not be taken home with staff and will remain secure at the setting when not in use. If a device needs to be taken home due to unforeseen circumstances, then the person taking this device home must ensure it is securely stored and not accessed by another individual and returned to Pre-school as soon as practically possible.

Parents' and visitors' use of mobile phones and smartwatches

Whilst we recognise that there may be emergencies which necessitate the use of a mobile telephone, to ensure the safety and welfare of children in our care and share information about the child's day. However, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the Pre-school or when collecting or dropping off their children.

If you are found to be using your phone inside the Pre-school premises, you will be asked to finish the call or take the call outside.

We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Visitors are requested to leave their mobile phones or smartwatches in safety in their bags or the office where they will be locked away safely.

Photographs and videos

At **Milnrow pre-school CIC** we recognise that photographs and video recordings play a part in the life of the Pre-school. We ensure that any photographs or recordings taken of children in our Pre-school are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We obtain this when each child is registered, and we update it regularly to ensure that this permission still stands.

We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child's online learning journey; for display purposes; for promotion materials including our nursery website, brochure and the local press; and for security about different social media platforms we use. We ensure that parents understand that where their child is also in another child's photograph, but not as the primary person, that may be used in another child's learning journey.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g., cameras, mobiles, tablets, or smartwatches and may only use those provided by the Pre-school. The manager will monitor all photographs and recordings to ensure that the parents' wishes are met, and children are safeguarded.

Photographs or videos recorded on pre-school mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the Pre-school premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case, we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from the parents of all the children included in the picture.

Applicable for settings using Online Learning Journals only

At **Milnrow pre-school CIC** we use tablets in the rooms to take photos of the children and record these directly onto their electronic learning journeys. We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites onto these devices.

We also do routine checks to ensure that emails and text messages (where applicable) are only used to communicate with parents and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

This policy was adopted on	Signed on behalf of the nursery	Date for review
<i>'Mar 25'</i>	<i>All staff to sign the policy document</i>	<i>'Mar 26'</i>