



Use of mobile phones, cameras and technological devices model policy

January 2024

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

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

Elsworth Pre-School recognises that staff, volunteers, and students 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.

We have implemented the following policy:

- Personal mobile phones and other technological devices should only be used outside of working hours and not when 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 lockers or in the staff room.
- 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.
- Our main phone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- Exceptions will be made when staff or students need to use their device for medical recording such as in the case of recording sugar levels for a diabetic. We will risk assess the use of the device in this instance and remind the student/staff/family member of the strict use of the device for only this purpose.



- In circumstances such as outings and off-site visits, staff will agree with the Pre-School Manager the appropriate use of mobile phones in the event of an emergency. We 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 our 'Safeguarding and Child Protection Policy').
- Staff, students, or volunteers remain responsible for their own property and will bear the responsibility of any losses.

Use of personal mobile phones, cameras, and other technological devices by non-staff *

Elsworth 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.

We have implemented the following policy:

- Mobile phones and technological devices must 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.
- Our main phone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the Pre-School Manager and in accordance with the General Data Protection Regulation and Data Protection Act 2018 (GDPR) and using the 'Use of Images Consent Form' (please refer to our 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 of Abuse' process will be followed (please refer to our 'Child Protection and Safeguarding Policy').
- Exceptions will be made when staff or students need to use their device for medical recording such as in the case of recording sugar levels for a diabetic. We will risk assess the use of the device in this instance and remind the student/staff/family member of the strict use of the device for only this purpose.
- Visitors remain responsible for their own property and will bear the responsibility of any losses.



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

Elsworth Pre-School provides a mobile phone and camera for staff, volunteers, and students 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 camera and other technological devices belonging to Elsworth Pre-School 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.
- Our mobile phone must only be used for work related matters.
- Where there is a safeguarding concern where abuse is suspected, we will 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.
- In circumstances where there is a suspicion that the material on our mobile phone or technological devices may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to our 'Child Protection and Safeguarding Policy').
- Our mobile phone and other technological devices always remain the property of Elsworth Pre-School and must not be taken off the premises (except for outings or other off-site trips).
- Our Designated Person 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.

Adoption and annual review of the policy

Adopted on:	21 st January 2024
Adopted by:	Sophie Mills, Pre-School Manager Hannah Holland, Chair of Trustees
Next Review Date:	21 st January 2025