

## Use of mobile phones, cameras and technological devices policy

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

The setting	Abington Annexe Community Childcare (AACC)and Baby and Toddler Group
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AACC 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. The setting management has 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 bags/coats away from the children or in the staff filing cabinet.
- 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.
- Use of the setting's main phone number, 01223 894246, is preferred for emergency use by staff or volunteers or by people who need to contact them.
- 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 phone 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 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 'Safeguarding and Child Protection Policy' or contact one of the setting's Designated Persons for Child Protection (DP)).
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

The setting 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 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 phone number, 01223 894246, can be used for emergencies.
- Photos of children must not be taken without prior discussion with the setting manager and in accordance with the General Data Protection Regulation and Data Protection Act 2018 (GDPR) and using the 'Use of images consent form'
- 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 the setting's 'Child Protection and Safeguarding Policy' or contact one of the setting's Designated Persons for Child Protection (DP)).
- Visitors remain responsible for their own property and will bear the responsibility of any losses.

### **Use of the setting's mobile phone, camera and technological devices**

AACC provides a mobile phones, camera and tablet 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 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.

- 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, February 2022 page 24). 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 the setting's 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 the setting's 'Child Protection and Safeguarding Policy' or contact one of the setting's Designated Persons for Child Protection (DP)).
- 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 outings or other off-site trips).

### ADOPTION AND ANNUAL REVIEW OF THE POLICY

Print Name: RUTH BEACH

Date: 17/10/2018

Role: ADMINISTRATOR

This policy was reviewed on:	Signature and name:	This policy was amended on:	Signature and name:
8/11/2018	R Beach		
27/01/2020	R Beach		
01/03/2022	R Beach	01/03/2022	R Beach
17/11/2022	E Turner	17/11/2022	E Turner
17/08/2023	E Turner		