**10.6 C Use of mobile devices (and photography) policy**

**Background**

Over recent years mobile phones have become increasingly popular and increasingly complicated.  It is now unusual for an adult not to have a mobile phone and for this phone not to have a camera integrated into it.  With this in mind we have developed the following policy on the use of mobile devices in Priorslee Pre-School.

**Concerns**

There are two major concerns regarding staff having mobile phones on their person during work hours in the setting; both of which have safeguarding implications.

The first concern is the ability to take photos with a mobile phone which has a camera fitted outside any agreed protocol for taking photographs in the establishment.

The second is that staff may be tempted to answer their phone whilst at work and that this could distract them from their supervisory duties.

There is also a concern that parents/carers/visitor to the nursery also have the ability with such phones or devices, to take photographs of children in the establishment outside agreed protocols.

However, despite the OFSTED policy of all staff mobile phones being locked away during the times the setting is open, for operational and common sense reasons, there now have to be exceptions to this rule : -

1. In the event of a fire alarm activation there **has** to be at least one staff mobile phone available at the assembly point in order to contact the emergency services and parents/carers (as the land line would be away from the base station and would not work). As there may be in excess of 25 phone calls to make, and the resultant drain on a mobile phone battery, it is reasonable to ask that both a manager and the DSL carry their mobile phones upon their person **at all times**.
2. All of the above applies to a scenario where lockdown is required in the event of an emergency.
3. Currently there is a major security move to two factor authentication, and, for this reason it is impractical that the person responsible for the banking, finance, placing of orders or payroll is not in possession of their mobile phone whilst carrying out their duties in the setting.

**Actions**

* Photographs and videos of children must only be taken with pre-school owned devices (e.g. i-pads, cameras). Parents sign to allow such imaging of their child on entry, including for use in Learning Journeys and the Tapestry system, and whether they permit images to appear on our restricted access Facebook site, website and in other media.
* Staff, students and volunteers may take photographs on pre-school devices, to be used with observations of children’s learning or for display purposes within pre-school (and possibly on the restricted Facebook site , Tapestry and/or publications with parental consent).
* It is understandable that parents/carers will want to take photographs of their children during specific events. At Priorslee Pre-School, we permit parental photography/filming at the Nativity performance which is a controlled event.
* Staff are not be allowed to use mobile phones whilst working with the children in the setting. All staff are required to sign to state they are aware of this rule and that they agree to abide by it. Staff are required to leave their mobile phones in a safe location in the staff room.  If staff use their phones around our children it will be considered a breach of our rules and will be subject to disciplinary action.
* The only exception to this is that all staff may carry their mobile phone on trips out of the setting in case of emergency or the need to contact pre-school.
* Staff may in emergency situations need to make a call using their mobile phone.  In such circumstances, staff, students or volunteers can use the staffroom for this purpose, ensuring other staff within the area they are working are aware and suitable supervision levels whilst this happens are made.
* Notices are affixed around the premises to inform parents, carers and visitors that the use of mobile phones, cameras, Fit-Bits and Apple watches in and about the premises when there are young children present is not allowed.

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| This policy was adopted by | Priorslee Pre-School |
| On | 5th November 2024 | *(date)* |
| Date to be reviewed |  | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory | John Barker | |
| Role of signatory (e.g. chair, director or owner) | Chair | |