

Use of mobile phones, cameras and technological devices Policy

September 2023

* 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

Tiddlywinks 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. 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 lockers or in the staff room. The setting will need to consider where devices will be stored if lockers are not available given the potential safeguarding risks.
- Covid-19: The launch on the NHS Test and Trace App, has reinforced the need for settings to have a clear policy in place with regards to staff, volunteers or students use of mobile phones.
- Covid-19: Staff are encouraged to download the NHS Test and Trace App to their personal devices to support the national contact tracing scheme. However, staff are advised to pause the app upon arrival at the setting and store their phone in the usual way.
- It is possible to pause the contact tracing function ('trace') in the app. If it is paused, the phone and Bluetooth remain on, but the phone does not record contacts. Pausing contact tracing is only recommended in certain situations including: when an individual is not able to have their phone with them, for example because it is stored in a locker or communal area – this is to avoid the app picking up contacts when the individual is not with their phone.
- Further details of related national guidance: [Use of the NHS COVID-19 app in education and childcare settings - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/use-of-the-nhs-covid-19-app-in-education-and-childcare-settings)

- 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 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').
- 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*

Tiddlywinks 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 only be used away from the children and where possible, off site.
- The setting will not be displaying a QR code for the NHS Test and Trace programme,
- 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 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' (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

* *The setting will also need to consider children's possession and use of mobile phones and other technological devices brought to the setting and agree a clear protocol.*

criminal offence, the 'Allegations of Abuse' 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 will be made when staff or student's 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 student/staff/family member of the strict use of the device for only this purpose.

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

Tiddlywinks 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 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, 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 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').
- 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).
- The setting 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

This policy was adopted at a meeting of	Tiddlywinks Pre-School Committee
held on	27 th February 2023
Updated via email	20 th October 2023
Signed on behalf of the management committee	

Name of signatory	Caroline Clements-Searle
Role of signatory	Chair