10 Staff Policy

**10.05 Mobile Phones, Cameras and Smart Watches**

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones, tablets, smart watches and cameras in the setting. Personal mobile phones, tablets, smart watches and cameras cannot be used to record images of children either at school or on outings.

**Procedures**

**Personal Mobile Phones and Smart Watches**

* At the beginning of each session, staff member’s personal mobile are stored in a plastic tub in the office. The pre-school is a workplace, and phones can interfere with the atmosphere and good order of the workplace, even when in silent mode. It is acknowledged that staff members may need to be contacted in the case of emergency by family members but we advise they give the landline number as an emergency contact during working hours. Bluetooth function of a mobile phone/Smartwatch/ must be switched off at all times and not be used to send images or files to other mobile phones.
* In the event of an emergency or if a staff member needs to make a personal phone call in certain circumstances, personal mobile phones may be used in the privacy of this office, with permission from the managers.
* Members of staff ensure that the telephone number of the preschool landline is known to immediate family and other people who need to contact them in an emergency.
* Mobile phones are not to be taken into the toilets in any circumstance.
* Staff will not take photos using their own mobile phones at any time.
* If managers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them.
* Members of staff will not use their personal mobile phones for taking photographs of children on outings.
* Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor’s company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present. A staff member will remain close by.

**Smart Watches**

* Staff are permitted to wear smartwatches or a fitness tracker, on the basis these devices do not have an in-built camera. We advocate health and well-being of our staff and understand that these devices can be used to record daily physical activity, together with other data relating to fitness or health, such as the number of calories burned, heart rate, etc. Smartwatches and some fitness trackers have the ability to show notifications of calls and texts, but this feature must not be used by staff working directly with children. This will be monitored by the managers.
* Staff must not use their smartwatches to record any conversations at any time within the setting.

**Tablets and Cameras**

* Members of staff must not bring their own tablets and cameras into the setting without prior permission.
* Photographs and recordings taken on the pre-school tablets of children are only taken for valid reasons, i.e. to record their learning and development and will be uploaded onto Tapestry (Online Learning Journal) or for displays within the setting
* Photographs or recordings of children are only taken on equipment belonging to the setting.
* Camera and video use is monitored by the manager.
* When parents wish to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
* Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child’s photography permission enrolment form).