



E Policy - Incorporating use of mobile phones and cameras policy and ICT policy

Policy Statement

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, smart watches and cameras in the setting.

Most children experience Information Computer Technology (ICT) within their everyday upbringing; whether they have a computer at home, see them on television, or in shops and offices. Neston Preschool Playgroup aims to provide a child with a basic knowledge of a computer. The tablets within our setting are used to develop creative and imaginative learning, along with enhancing problem solving and coordination skills

PROCEDURES

1. Personal Mobile Phones and Smart Watches

- a) Personal mobile phones belonging to staff members are not to be used on the premises for personal reasons during working hours.
- b) All personal mobile phones and smart watches belonging to members of staff, rota parents and any visitors are to be kept in the locked box in the kitchen.
- c) Upon arrival, visitors to the setting will place mobile phones and smart watches into a box that will be stored in the kitchen until they leave. Please refer to visitor policy.
- d) Staff will ensure that their children's schools / immediate family have the correct preschool mobile phone number and are informed to use this number as the first point of contact.
- e) In the event of an emergency, personal mobile phones may be used but the member of staff must have permission from the Manager and leave the premises to use the phone.
- f) Personal mobiles are not to be used on the premises and if a member of staff / rota parent / visitor needs to answer or make a call they must leave the building.
- g) If members of staff take their own mobile phones on outings, for use in the case of emergency, they must not make or receive personal calls.

- h) Members of staff will not use their personal mobile phones for taking photographs of children within the setting or out on outings.
- i) Photographs are not to be taken on mobile phones, the only exception to this are the end of term productions / events when staff will inform parents they can use them but are not to post any pictures of children (other than their own) on social media.
- j) 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 during the day. Visitors will be advised of a quiet space where they can use their mobile phones were there are no children present.
- k) If a child attending Breakfast Club or After School Club brings a mobile phone to the setting, the above procedures must also be adhered to.
- l) The only time that mobile phone use is permitted within the working session is for staff to check the preschool email account and research Makaton signs as there is no internet connection within the hall and staff will use their own mobile data for this purpose.

2. Cameras and Videos

- a) Members of staff must not bring their own cameras or video recorders into the setting.
- b) Photographs and recordings of children are only taken for valid reasons, e.g. to record their learning and development, or for displays within the setting.
- c) Separate permission from each parent is gained for marketing purposes and any other media.
- d) Photographs or recordings of children are only taken on equipment belonging to the setting and once the photo has been displayed in Learning Journals or within the setting, they are deleted from the camera.
- e) Cameras and video use is monitored by the setting's play leaders.
- f) Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- g) Parents and Carers are reminded that any photographs taken are for personal use only and are not to be shared on Social Networking sites (e.g. Facebook, Twitter). If parents choose to place their child on these sites then they must check no other child is in the picture.
- h) Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).
- i) The setting has three cameras with removable memory cards.
- j) The setting has a printer / copier which are used for correspondence and for printing photos for Learning Journals. Photographs are used in conjunction with permission received from parents in the Registration / Permissions form.

- k) Permission is sought from parents to use photographs for publicity and on the Website.
- l) No camera mobile phones are to be used on the premises.

3. Tablets

- a) The setting has 4 tablets that have replaced the laptops previously used, which are regularly used in preschool.
- b) Children from the age of 2 to 4 utilise these tablets within the preschool and age 4-11 at breakfast club and after school club. Use of tablet is limited by an egg timer.
- c) The tablet does not connect to the Internet (World Wide Web).
- d) Staff, volunteers and parents do not use these tablets for personal use.
- e) No children or staff records are kept on the tablets.
- f) The only software permitted for use on the tablets are for educational purposes. This software is checked for suitability, prior to its initial use, by two members of the setting's staff.
- g) Apps and games must not be brought in from home for use on the setting's tablets. This is for both legal (licensing) and security reasons.
- h) Where the misuse of the tablet is established those found responsible will be denied access to the facility.

This policy was formulated in consultation with staff and the Management Committee of Neston Pre-school Playgroup and was formally adopted at a committee meeting held on 14 / 11 / 2016. This policy was reviewed and updated on 09/10/2018.

Signed on behalf of the Management Committee:

Print Name	Helena Blamire-Brown
Role of Signatory	Chairperson
Date to be reviewed	September 2019