



Waltham Pre-School

Use of Mobile Devices

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 devices in the setting.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- At the beginning of each individual's session, personal mobile phones are stored in lockers or cupboards provided in the staff room.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the managers.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not accept or make personal calls as this will distract them.
- Members of staff will not use their 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 worker policy that requires contact with their office periodically during the day. Visitors will be advised of a quiet place where they can use their mobile phone, where there are no children present.

Cameras and Videos

- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photo and video use is monitored by the setting managers.
- Photographs and recordings of children are only taken of children if there is written permission to do so (on the admission form)
- Parents are allowed to photograph or record their own child at special events with Pre-School and are reminded that these must be for personal use only and not shared on social media sites.

Smart Watches

- May be worn in the setting but must be set to flight mode and not used during working sessions.

CCTV

- Cameras are placed within the key areas of the building for safeguarding purposes. These are to monitor sleeping children and persons entering and leaving the building.
- Our CCTV is not recorded or stored and is only viewed from devices within the building.