

USE OF MOBILE PHONES - CAMERAS - SMART WATCHES - ICT EQUIPMENT

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 and cameras 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 shift, personal mobile phones are stored in lockers / locked cabinet in the office/staff room as provided. Should lockers not be available for any reason, mobile phones must be stored in the office/staff room with their belongings.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office / staff room, with permission from the manager.
- 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 make or receive personal calls as this will distract them.
- Members of staff are not allowed to use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones in the presence of the children. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- 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 after previous consent gathered from parents/carers.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting manager.

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 (kept in the individual child's Profile records).

Photographs and recordings of children are used for advertising and marketing only if there is written permission to do so (kept in the individual child's Profile records).

Smart Watches

To ensure the safe wearing of smart watches staff must:

- The watch has to be worn in "flight mode" or "Bluetooth" is disconnected, this will ensure there is no internet connectivity to access notifications or wi-fi.
- Staff understand that they cannot use their watch to receive calls or check messages whilst in the playrooms as this creates distraction and potential dangers.
- Staff have to be vigilant of others checking their watches and remind them of nursery policy and procedures of the safe wearing of the smart watch. Staff must follow the whistle blowing policy should they have concerns relating to staff not following this policy.
- Staff should not use their smart watch to access photos or images whilst on nursery premises (indoors or outdoors) and whilst on local trips/outings.
- Smart watches or fitness trackers with camera functionality are not permitted to be used or worn in the nursery whilst working with the children.
- It is staff responsibility to confirm with the nursery manager that the type of device is suitable to be worn and this is to be recorded on the record of staff wearing a smart watch or fitness tracker, kept in the office
- CMN reserves the rights to mandate the removal of a smart watch if the safety of a child/ren is at risk.
- Breach of the above policy will instigate a disciplinary procedure and may result in immediate dismissal depending on the severity of the situation.

E-Safety

- Nursery managers and staff are responsible for ensuring that ICT equipment is used for intended purpose.
- Only CMN equipment (ipads and laptop) is used on nursery premises. Personal device can only be used in the nursery after seeking permission from manager and director and disclosing the reason.
- All computers/laptops must have suitable virus protection.
- All children accessing the ICT equipment within the nursery will be supervised by a member of staff.
- Computer programmes and websites will be used as educational resources only after a member of staff have accessed it first and viewed its contents.
- Internet roaming by staff will not be in the presence of children.
- Nursery staff regularly talk to children about safe use of the computer and internet.