

# **MOBILE PHONES, CAMERAS AND TECHNOLOGICAL DEVICES POLICY**

## **INTRODUCTION**

Daisies Montessori Nursery School recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately.

## **USE OF PERSONAL MOBILE PHONES, CAMERAS AND TECHNOLOGICAL DEVICES BY STAFF AND VOLUNTEERS**

- Personal mobile phones, cameras and technological devices should only be used outside of working hours and never whilst children are present.
- Personal mobile phones, cameras and technological devices should be stored in the locked kitchen cupboard.
- In very unusual circumstances, such as a family emergency, staff, students and volunteers should seek permission from the manager to use their mobile phone.
- If a staff member, student or volunteer must use their mobile phone 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 on the setting premises without permission may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff, students or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with the manager the appropriate use of personal mobile phones in the event of an emergency. However, a Nursery mobile phone is provided.
- Where there is a suspicion that the material on a mobile phone, camera 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 Safeguarding and Child Protection Policy.
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

## **USE OF PERSONAL MOBILE PHONES, CAMERAS AND TECHNOLOGICAL DEVICES BY NON-STAFF**

Daisies Montessori Nursery School recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately, and therefore the setting management has implemented the following policy:

- Mobile phones and cameras should only be used away from the children and where possible, off site.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the manager to use their mobile phone.
- The main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the manager and in accordance with the General Data Protection Regulation (2018), using the use of images consent form.
- In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed. Please refer to the Safeguarding and Child Protection Policy.
- Visitors remain responsible for their own property and will bear the responsibility of any losses.

## USE OF THE SETTING'S MOBILE PHONE, CAMERA AND RECORDING EQUIPMENT

Daisies Montessori Nursery School provides a mobile phone and camera for staff and volunteers 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 recording equipment belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events.
- Images must be used in accordance with the General Data Protection Regulation (2018).
- Cameras and recording equipment should only be used where two or more staff members are present.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. The 'Logging Concern Form and Body Map' must be used to record factual observations.
- The setting's mobile phone must only be used for work related matters.
- In circumstances where there is a suspicion that the material on the setting's mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed. Please refer to the Safeguarding and Child Protection Policy.
- The setting's mobile phone remains the property of the setting at all times and should not be taken off of the premises (with the exception of visits and outings).

## ADOPTION AND ANNUAL REVIEW OF THE POLICY

This policy was adopted at a meeting of:

*Daisies Montessori Nursery School*

held on:

17<sup>th</sup> July 2015

Signed on behalf of the  
Proprietor:



*Anna Elcox*

This policy was  
reviewed on:

15<sup>th</sup> January 2016



This policy was  
reviewed on:

1<sup>st</sup> September 2016



This policy was  
reviewed on:

20<sup>th</sup> September  
2017



This policy was  
reviewed on:

3<sup>rd</sup> April 2018

