

The use of mobile phones, cameras and technological devices



1. Use of personal technological devices by staff , volunteers and students

ACE recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that staff may also have other technological devices in their possession or within their personal belongings.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore ACE has implemented the following policy:

- Personal mobile phones and technological devices should never be used whilst working with the children, only in the staff room and office areas.
- Personal mobile phones and technological devices should be stored in staff lockers and switched onto silent.
- Staff can use their personal mobile phones and technological devices in the staff room and office.
- If any staff member needs to be contacted during the day for an emergency, the nursery landline can be used.
- If a staff member, student or volunteer must use their mobile phone (see above) 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 without permission may face disciplinary action.
- In circumstances such as outings and off site visits, staff will use the nursery mobile phone which has no camera.
- Where there is a suspicion that the material on a mobile phone or technological devices 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.

2. Use of personal mobile phones and cameras and technological devices by non staff (such as parents visiting the school, outside professionals, maintenance contractors)

ACE recognises that visitors may wish to have their personal mobile phones or technological devices with them.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore ACE has implemented the following policy:

- Mobile phones and technological devices must only be used away from the children, off site if possible, and switched onto silent to ensure minimal disruption to the nursery.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the manager to use their mobile phone.

- The setting's main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the setting manager and in accordance with the Data Protection Act 1998 and using the 'Use of images consent form' (Please refer to the setting's document 'Guidance for settings on the use of images, mobile phones and cameras in accordance with the Data Protection Act 1998').
- In circumstances where there is a suspicion that the material on a mobile phone or technological devices 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.

3. Use of the settings mobile phone, camera and technological devices

ACE provides a camera, video recorder and tablet for staff, students 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 technological devices 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 Data Protection Act 1998. (Please refer to the setting's document 'Guidance for settings on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998'.)
- Cameras and technological devices 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. In these cases, the 'Logging Concern Form and Body Map' must be used to record factual observations.
- ACE's mobile phone must only be used for work related matters.
- In circumstances where there is suspicion that the material on the setting's mobile phone or technological devices 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 and technological devices remain the property of the setting at all times and should not be taken off of the premises, with exception of visits and outings.

4. Social Networking and Blogs

ACE recognises that some employees may use the internet for personal purposes and may participate in social networking on sites such as Facebook, Twitter and Instagram. Employees must ensure they do not breach the law or disclose any confidential information about the settings, children, families or other employees.

This policy outlines the setting's approach to social networking and the use of blogs. It details the ground rules for employees, who should ensure that the content of their blogs/social networking sites does not bring the setting into disrepute or breach their obligations under the setting's Code of Conduct.

This policy applies to all setting employees, volunteers and students.

Definitions

The term **'blog'** is short for 'web log'. A blog is an online diary detailing personal insights and experiences. This is shared with an online audience.

A **social network site** is a website, which allows individuals to construct a public or semi-public online profile and to connect with others who share similar interests and views.

Ground rules for employees

Employees must not use the setting's internet systems or email address for their own use, without prior agreement or in accordance with the setting's policy.

The setting does not condone employees writing about their work on social networking sites or web pages and asks them not to do so. If employees choose to do so, they are expected to follow the rules below.

Staff **must not**:

- Disclose any information that is confidential to the setting or any third party or disclose personal data or information about any individual child, parent, colleague i.e. staff, volunteer or student, which could be in breach of the Data Protection Act.
- Disclose the name of the setting or allow it to be identified by any details at all. This includes posting photos of children and colleagues, the premises or events with work colleagues.
- Link their own blogs/personal web pages to the setting's website.
- Make defamatory remarks about the setting, colleagues, children or their families.
- Misrepresent the setting by posting false or inaccurate statements.

Communication with children and young people, by whatever method, should always take place within clear and explicit professional boundaries. Staff should avoid any misinterpretation of their motives or any behaviour that could be construed as grooming.

Staff **should not**:

- Send social networking site 'friend requests' to, or accept them from, children or families who use the setting.

Failure to adhere to the rules and guidelines in this policy may be considered misconduct and could lead to disciplinary and /or criminal investigations.

Remember that anything posted online could end up in the public domain to be read by children, parents or even future employers – so be careful what you post and who you post it to. For example, posting explicit pictures of yourself could damage your reputation and that of your profession and organisation. Parents may question your suitability to care for children.

Useful contacts

Early Years Named Senior Officer
(Gemma Hope)

01223 714760 or 07876
038762

Early Years Safeguarding Advice Line

01223 729040

Ofsted

0300 123 1231

Policy adopted: Spring term 2016

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Signed: *Sarah Piotrowski*

Position: Manager

Parent committee approved: Spring term 2016

Signed: *Michelle Wright*