



Berry Harbor Pre-school
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Mobile Phone Policy

At Berry Harbor Preschool we have the use of one mobile phone. The setting does not have access to a landline. The mobile is registered to the preschool and is a 'pay as you go' phone. The phone does have a camera and access to the internet.

The preschool number: **07932 851 052**

Mobile phone photo app

Wireless connections extend the capabilities of the mobile phone further allow access to new content and services, such as emails, social networking sites and instant messaging.

Most mobile phones offer camera, video and audio recording as standard.

Mobile phones/cameras alongside other technologies aim to change the way we communicate.

The speed of communication will often provide security and reassurance; however, as with any other form of technology, there are associated risks.

We aim to understand such risks to enable us to develop appropriate strategies which will keep ourselves and the children with in our care safe.

Every person is informed that under no circumstances are photos to be taken on any mobile phone.

During the preschool session the mobile phone is kept on the window sill in front of the preschool register.

All staff mobile phones are kept in the designated area on the window sill in front of the preschool register.

Staff are asked not to use their mobile phones for personal reasons during their working hours. The only exceptions are in an emergency or they are on a break away from the children.

Staff are asked to inform the preschool leader at the beginning of the session if they are expecting an urgent call and their phone which will be kept in the designated area.

Volunteers and parents who are in session are asked to keep their mobile phone with the preschool phone. They will need to leave the premises should they wish to use their phone.

The mobile phone has a contact list of numbers for parents or carers stored on it for quick access in an emergency. No names are stored against these numbers only initials that are familiar with staff. Telephone numbers are also recorded in our outings book. This is stored in a lockable filing cabinet when not needed.

During group outings a nominated staff member will take the preschool mobile phone out with them in case of emergency. This should only be used for emergency calls and to receive incoming calls for the preschool.

During term time the phone is kept at preschool and when not in use it is kept in the lock filing cabinet. The preschool mobile phone is kept with a member of staff outside of preschool term time, to allow contact to be made at any time for preschool purposes.

Smart watches (Apple watches)

We believe our staff should be completely attentive during their working hours to ensure all children in the preschool receive good quality care and education.

The use of smart watches/apple watches etc, will be monitored and are not to be used throughout contact time with children.

Staff wearing smart watches could be asked to remove them and leave them in the designated area next to their mobile phone.

The use of a smart watches/apple watches are in staff breaks or in staff member's own time in a child free area.

It is the responsibility of all members of staff to be vigilant and to report any concerns to the preschool manager. (See whistleblowing policy)

All urgent calls are to be taken if any staff member has a family emergency or similar. Prior permission must be sought from the manager or deputy if they are expecting a call.

It is the responsibility of all staff members to be vigilant and report any concerns to the preschool Manager or Committee member.

The manager or deputy manager reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over inappropriate use of it.

Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as well as the police.

Guidance will be followed with regards to the dismissal of the staff member.

Parents & Visitors

Parents or visitors who either arrive using a mobile phone or take a call on a mobile should be immediately told to end their phone call or leave the premises. Visitors are signed into the preschool and asked to leave their personal belongings and mobile phones in the designated area.

Camera Policy

Technology has become more sophisticated over recent years and will continue to evolve.

Occasionally photos may be used on our website, social media page and/or by the local press. These will not be uses without prior permission and consent from parents.

Capturing images

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated preschool camera or preschool tablets are to be used to take any photo within the setting or on outings.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera; this should be placed within the lockable filing cabinet when not in use.
- The camera must be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.

- Parental permission is obtained from the parent/carer on joining the setting to the use of photographs in the setting.
- Photos taken on the preschool camera or tablets can be uploaded to the computer and printed out for individual child profiles.
- Any child whose parent has not signed a permission form for photos on social media will not have their photo uploaded onto the site.
- Under no circumstances must the camera be taken into the toilet area.

Productions/Outings

Photographs maybe taken during productions/outings if permission has been granted by the Parents as occasionally there are restrictions for safety reasons.

If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

Failure to adhere to the contents of this policy will lead to a disciplinary under our safeguarding procedures.

This policy was adopted at a meeting of Berrynarbor Preschool held on 06/06/2007
This policy was review and revised on 26/03/2024

Signed on behalf of the preschool.....Date.....