

CATERPILLARS PRE-SCHOOL (SUSSEX) LIMITED

**13A. USE OF MOBILE PHONES AND CAMERA’S/USE OF PERSONAL MOBILE PHONES AND CAMERA’S**

The welfare, protection, and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously. We have procedures in place to promote the safety of the children in our care.

Caterpillars Preschool has a **no use** of mobile phones policy whilst caring for children. It is our intention to provide an environment in which children, parent and staff are safe from images being recorded and inappropriately used in turn eliminating the inappropriate use of mobile phone and cameras around children. This policy should be read in conjunction with our Tapestry Policy and Safeguarding Children Policy.

**MOBILE PHONES & SMART WATCHES (APPLE WATCHES)**

Mobile phones must **not** be used during working hours. Staff are permitted to keep their phones switched on in case of urgent calls, but they will be kept in the office or designated area, away from the children and must be on silent.

* Under no circumstances does the setting allow a member of staff to contact a parent/carer using their personal device.
* All staff must ensure their mobile phones are within the allocated safe space away from the children
* Staff are permitted to use their mobile phones during their lunch breaks within the office space away from the children.
* The use of apple watches/smart watches are also not permitted. Staff wearing smart watches will be asked to remove them and leave them locked away with their belongings.
* All urgent calls are to be taken from the main line, however if any staff member has a family emergency or similar, their mobile will be kept in the office, and they will be called to take a call. Prior permission must be sought from the manager or deputy

**GROUP OUTINGS**

During group outings a nominated staff member will take the allocated setting mobile phone out with them in case of an emergency. This should be for emergency calls and incoming calls from the setting only.

It is the responsibility of all members of staff to be vigilant and to report any concerns to the setting Manager. (See whistle blowing policy)

The Manager or deputy manager reserves the right to check the image contents of a member of staff’s mobile phone should there be a cause for concern over inappropriate use. Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately, as well as the police. Guidance will be followed to the dismissal of the staff member.

**PARENTS & VISITORS**

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

**CAMERAS & 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 and sharing with parents 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 setting camera/ipad’s are to be used to take any photo within the setting or on outings
* Images taken on the designated equipment must be deemed suitable
* All staff are responsible for the location of the equipment; this should be placed within the lockable office when not in use.
* The equipment used to take images must be locked away at the end of every session
* Images taken and stored on the camera/ipad must be downloaded as soon as possible, ideally once a week and then deleted from the device.
* Parental permission is obtained from the parent/carer on joining the setting to the use of photographs in the setting.
* Photos taken on the settings camera/ipad can be uploaded to our Tapestry system that only approved relatives of that child have access to the individual profiles. This will only occur when we have obtained all the parents Tapestry permissions. Any child whose parent has not signed the permission form will no have their photo uploaded.

**ACCESSING TAPESTRY**

Staff should only access Tapestry during sessions times within the setting, within their allocated office time. Staff should only access Tapestry using the settings camera/ipad/laptop. (See the Tapestry Policy )

Legal framework

* Children Act 1989 updated 2019 c.10
* Protection of Children Act 1999
* The General Data Protection Regulation Act 2018
* The Children Act ( Every Child Matters ) 2004
* Safeguarding Vulnerable Groups Act 2006

This policy was adopted by the Manager of Caterpillars Pre-school on 04/09/2024

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Name of signatory: Catherine Clark Role of signatory: Manager