



Milbourne Lodge

Pre-Prep

**Early Years
Acceptable Use of Mobile Phones,
Cameras and Devices**

September 2016-2017

Early Years – Acceptable use of Mobile Phones and Devices

Policy Statement:

Milbourne Lodge Pre-Prep takes steps to ensure that there are effective procedures in place to protect children in our care from the unacceptable use of mobile phones and cameras in the setting.

This policy has regard to the *'Statutory Framework for the Early Years Foundation Stage'* *Safeguarding and Welfare Requirement: Child Protection Para 3.4 ('The safeguarding policy and procedures must ...cover the use of mobile phones and cameras in the setting')*.

Introduction:

We recognise that people may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that people may also have other technological devices in their possession or within their personal belongings. Safeguarding of pupils within the school and early years setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting has implemented the following policy which is available on the school's website.

Use of mobile phones, cameras and personal devices by staff and volunteers:

- Personal mobile phones, cameras and devices belonging to members of staff and volunteers are not to be used on the premises during working hours. The exception to this is in an emergency, when mobile phones may be used in the Head of Pre-Prep's Office;
- All personal mobile phones, cameras and devices are stored away at the beginning of the day and never to be used whilst the children are present;
- Members of staff ensure that the main telephone number of Milbourne Lodge is known to immediate family should they need to be contacted in an emergency;

- Pre-Prep staff should use a School mobile phone when taking children off-site for trips. In the event that staff take their own mobile phones on outings for use in case of an emergency, the making or receiving of personal calls is not permitted;
- Members of staff do not use their personal mobile phones, cameras or devices to take photographs of children on outings or trips. Pre-Prep cameras are to be booked out and used for this purpose.

**Use of personal mobile phones, cameras and technological devices by others:
(this may include children, parents, visitors and contractors)**

- Parents and visitors are alerted to the fact that Milbourne Lodge Pre-Prep is a mobile phone-free zone through clear signage to this effect. Visitors using a mobile phone will not be allowed access to the premises until it is switched off and put away;
- Parents are reminded that photographing or recording of their own children at special events should not include other children, unless permission is sought from those parents;
- Parents are strongly advised not to place photos of other people's children on social media sites (e.g. Facebook) without the express permission of the parents concerned;

Use of the school's mobile phone, camera and technological devices:

- Members of staff are instructed not to bring their own mobile phones, cameras or iPads into the Pre-Prep;
- Photographs taken of children in the Pre-Prep are taken for valid reasons: for the recording of curriculum activities in action, recording of the learning and development of pupils for observation records and profiles. We also use photographs for displays within the setting;
- Cameras and devices are not to be used to take photos of bruising or marks on a child. Staff to use Body Maps (shared area – safeguarding) to record any marks on children;
- The permission of parents and carers will always be sought before any images are used in outside promotional materials;
- Staff are aware of their responsibilities under the 'Data Protection Act' and follow the guidelines laid out in the 'Data Protection Policy';

- Images are stored on-site in the 'shared area' for staff access only. No external access is available;
- Staff are discouraged from taking documents including photographs off-site. Should they do so, for example, for the purposes of working at home, they are aware that they must take precautions to ensure the security of any such documentation.
- With the exception of visits/outings, the school mobile phones, cameras and devices should not be taken off site without prior permission.

User responsibility:

- Staff found to be in breach of this policy may be disciplined in accordance with the disciplinary procedure;
- The school Senior Leadership Team is responsible for ensuring that adequate induction, training and support is undertaken to implement this policy.
- If the Head has reason to believe that any ICT equipment has been misused, she should alert Cognita ICT Support Team and the School's Education Executive immediately. They will agree with the Head an appropriate strategy for the investigation of the allegations.

Also refer to **Whole School Safeguarding - Child Protection Policy, Acceptable Use of ICT, Mobile Phones, Cameras & Social Networking Sites by Staff** and **'Data Protection' Policy**.

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| DATE OF REVIEW: 27 th May 2016 | REVIEWED BY: SARAH JONES | COMMENTS: |
| Next Review date: September 2016 | | |
| DATE OF REVIEW: September 2016 | REVIEWED BY: MEGAN PETZER/SARAH JONES | COMMENTS: |
| Next Review date: September 2017 | | |
| DATE OF REVIEW: | REVIEWED BY: | COMMENTS: |
| Next Review date: | | |

This policy is reviewed annually and when events or legislation requires.