

## **Use of Mobile Phones and Technological Devices Policy**

\* Throughout this policy the term non-staff may include children, parents, visitors and contractors.

### **Use of Personal Technological Devices by Staff and Volunteers**

***Little Legs Montessori 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 the setting management has implemented the following policy:***

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

### **Use of Personal Technological Devices by Non Staff**

***Little Legs Montessori recognises that visitors may wish to have their personal mobile phones and 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 the setting management has implemented the following policy:***

- Mobile phones and technological devices must 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 setting 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, cameras and technological devices' in accordance with the Data Protection Act 1998').
- In circumstances where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and provide evidence relating to a criminal offence, the 'allegations process will be followed (please refer to the setting's 'Child Protection Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.

### **Use of Settings Technological Devices**

***Little Legs Montessori provides a mobile phone and camera (iPad) 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 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. 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 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 setting's '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 the exception of visits and outings).

### **Useful contacts**

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| Education Child Protection Service | ECPS.general@cambridgeshire.gov.uk |
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This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_