

Mobile Phone and Electronic Device Use

EYFS: 3.1 – 3.8

This policy refers to all electronic devices able to take pictures, record videos, send or receive calls and messages. This includes cameras, mobile telephones, tablets and any recording devices including smartwatches. More and more devices are technically, capable of connecting us to the outside world. We will adapt the policy to include all devices we deem necessary to safeguard children.

Mobile phones and other devices that accept calls, messages and video calling

At **Little Fingers Pre-school** we promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the pre-school receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones, smartwatches during working hours.

We use mobile phones only to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our online safety and acceptable IT use policies, to ensure children are kept safe when using the pre-school devices online.

Staff must adhere to the following:

- Mobile phones/smartwatches are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches should be stored safely in the locked box in the kitchen at all times during the hours of your working day
- No personal device is allowed to be connected to the pre-school Wi-Fi at any time
- The use of pre-school devices, such as tablets, must only be used for pre-school purposes
- The pre-school devices will not have any social media or messaging apps on them
- Any apps downloaded onto pre-school devices must be done only by management. This will ensure only age and content appropriate apps are accessible to staff, or children using them
- Passwords/passcodes for pre-school devices must not be shared or written down, and will be changed regularly
- During outings, staff only may use mobile phones as a means of contact
- Only pre-school owned devices will be used to take photographs or film videos
- Pre-school devices will not be taken home with staff and will remain secure at the setting when not in use.

Parents' use of mobile phones and smartwatches

Parents are kindly asked to refrain from using their mobile telephones whilst in the pre-school or when collecting or dropping off their children. We will ask any parents using their phone inside the pre-school premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents are requested not to allow their child to wear or bring in devices that may take photographs or record videos or voices. This includes smartwatches with these capabilities, such as Vtech. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the pre-school.

Visitors' use of mobile phones and smartwatches

Visitors are not permitted to use their mobile phones or smartwatches whilst at pre-school and are asked to leave them in a safe secure place for the duration of their visit.

Photographs and videos

At **Little Fingers Pre-school** we recognise that photographs and video recordings play a part in the life of the pre-school. We ensure that any photographs or recordings taken of children in our pre-school are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on a regular basis to ensure that this permission is still valid.

We ask for individual permissions for photographs and video recordings for a range of purposes including: use in the child's learning journey; for display purposes; for promotion materials including our pre-school website, brochure and the local press; and the different social media platforms we use. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out.

If a parent is not happy about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own information storage devices e.g. cameras, mobiles, tablets or smartwatches and may only use those provided by the pre-school. The pre-school manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on pre-school mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents, and children, are not permitted to use any recording device or camera (including those on mobile phones or smartwatches) on the pre-school premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites/areas without permission from parents of all the children included in the picture.

At **Little Fingers Pre-school** we use tablets in the room to take photos of the children and record these directly on to their electronic learning journey (Tapestry). We ensure that these devices are used for this purpose only and do not install applications such as social media or messaging sites on to these devices.

We also do routine checks to ensure that emails and text messages (where applicable) have not been sent from these devices and remind staff of the whistleblowing policy if they observe staff not following these safeguarding procedures.

This policy was adopted on	Signed on behalf of the pre-school	Date for review
May 2022		May 2023