



KINGSWAY PLAYGROUP & PRE-SCHOOL CENTRE

MOBILE PHONE AND ELECTRONIC DEVICE USE POLICY

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. Essentially devices that receive calls and messages, take photographs or videos are prohibited but ones that only have a capacity to count steps record heartbeat etc. are allowed.

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

At Kingsway Playgroup & Pre-School Centre 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 Playgroup 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 and/or similar devices during working hours.

We use mobile phones supplied by the Playgroup to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our online safety and camera policies, to ensure children are kept safe when using the Playgroup devices online.

Staff must adhere to the following:

- Mobile phones/smartwatches/similar devices are either turned off or on silent and not accessed during your working hours
- Mobile phones/smartwatches/similar devices can only be used on a designated break and then this must be away from the children
- Mobile phones/smartwatches/similar devices should be stored safely in staff lockers at all times during the hours of your working day
- No personal device is allowed to be connected to the Playgroup Wi-Fi at any time
- The use of Playgroup devices, such as tablets, must only be used for Playgroup purposes
- The Playgroup devices will not have any social media or messaging apps on them
- Any apps downloaded onto Playgroup 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 Playgroup devices must not be shared or written down, and will be changed regularly
- During outings, staff will use mobile phones belonging to the Playgroup wherever possible. Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only Playgroup owned devices will be used to take photographs or film videos

- Playgroup devices will not be taken home with staff and will remain secure at the setting when not in use. If a device is needed to be taken home due to unforeseen circumstances then the person taking this device home must ensure it is securely stored and not accessed by another other individual and returned to Playgroup as soon as practically possible

Parents' and visitors' use of mobile phones and smartwatches

Whilst we recognise that there may be emergency situations which necessitate the use of a mobile telephone, in order to ensure the safety and welfare of children in our care. However, parents and visitors are kindly asked to refrain from using their mobile telephones whilst in the Playgroup or when collecting or dropping off their children. If they are found to be using their phone inside the Playgroup premises, they will be asked 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.

Visitors are requested to leave their mobile phones or smart watches in the designated safe. 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 smart watches 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 Playgroup.

Photographs and videos

At Kingsway Playgroup & Pre-School Centre we recognise that photographs and video recordings play a part in the life of the Playgroup. We ensure that any photographs or recordings taken of children in our Playgroup 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 annually to ensure that this permission is still valid.

No photographs are taken by outside agencies and videos are not generally taken. If a video is taken for a specific purpose it will be treated as a photograph for the purposes of this policy.

No images of children are placed on the Playgroup website, Facebook page or other on-line platforms.

Photographs and videos will not be taken in areas where intimate care routines are carried out. 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 Playgroup. The Playgroup manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded.

Photographs or videos recorded on Playgroup 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 Playgroup premises.

At Kingsway Playgroup & Pre-School Centre we use tablets in the rooms to take photos of the children and record these directly on to their electronic learning journeys. 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.