

## 1. Use of personal technological devices by staff and volunteers and visitors

Melbourn Playgroup and Moos 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 be stored in staff cupboards or on the office shelf.
- Smart watches must be disabled from any internet functionality. The camera feature is not to be used within the setting.
- 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 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 'Safeguarding and Child Protection Policy').
- Staff, students, volunteers and visitors remain responsible for their own property and will bear the responsibility of any losses.
- Visitors will not use mobile devices near the children

## 2. Use of the setting's mobile phone, camera and technological devices

**Melbourn Playgroup and Moos provides a mobile phone and camera 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 for settings 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

Early Help Hub

01480 376666

*This policy has been adapted from the Model policy on the use of mobile phones, cameras and technological devices provided by Cambridgeshire County Council.*

## Adoption and annual review of the policy

<b>This policy was adopted at a meeting of:</b>	Melbourn Playgroup and Out of School Club CIO Management Committee
<b>held on:</b>	16/07/18
<b>Date to be reviewed:</b>	2018-19 cycle

Signed on behalf of the Management Committee	
Names of signatories	Lisa Bamber & Janet Cottenden
Role of signatories	Co-chairs