



Responsible Person: Emma Bátor (Head of Centre)

Statement of Intent:

The intention of this policy is to ensure that there are effective procedures in place to protect children and adults from any unacceptable use of mobile phones and cameras within the setting.

Procedures

USB sticks

- The use of USB sticks is banned

Centre Mobile Phones

- A Centre mobile phone may be taken on outings or used to contact parents who require text message communication.

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are only to be used when staff are not 'on duty' (eg: during lunch breaks) and only in the designated area of the Centre, which is the staff room and the small meeting room.
- All personal mobile phones are to be stored in lockers during staff shift hours.
- Members of staff must ensure that the Centre phone number is known to all those who may need to contact them in an emergency during working hours.
- Staff should only use the Centre mobile phone on outings.
- Parents and visitors are requested not to use their mobile phones in Bases, or the hall or the grounds of the Centre. Visitors who need to contact their company or organisation will be advised of a place where they can use their mobile phone, where there are no children present.
- Use of personal cameras is not allowed.

Cameras and videos

- Members of staff must not use their own cameras or video recorders in the Centre.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the Centre.
- Photographs and recordings of children are only taken and used in ways that written permission from parents/carers allows (see home visit permission form).
- Camera and video use is monitored by the Head of Centre and staff must report any concerns that they have about use of phones or cameras.

Centre Walkie Talkies

- The walkie talkies provided to the staff by the centre are solely for the purpose of work related communications. They must not be used to hold personal conversations or to express personally held opinions at any time.

- No confidential information is to be transmitted over the walkie talkies whatsoever. This includes names of children, contact details or any sensitive information relating to a child or family. This also includes any information that could compromise the security of the centre such as alarm codes, door entry codes or the starting/finishing times of staff members as well as any other confidential information.
- No conversations or information may be transmitted over the walkie talkies that may harm the reputation of the centre. This includes the use of foul language or inappropriate subject matters.
- The channel and sub channel is set for all walkie talkies, this must not be altered by staff members. If it comes to your attention that the sub channel is being used by someone outside of the centre. The site manager must be informed immediately and the channel and sub channel will be changed on all handsets.
- The only features that should be used by staff members are the on/off/Volume switch, the call tone button and the transmit button.

Use of Centre I-pads (and any other device that has a camera facility and connection to the internet).

The following measures are implemented to reduce the risk of children being harmed by inappropriate use of their image / photo.

- Staff do not work alone with children. Children are always within sight or hearing of at least 2 staff members.
- I-pads / camera devices are not to be taken into toileting / nappy changing areas.
- The only email accounts that are permitted for use on centre IT equipment are work email (name@hardmoor.co.uk)
- Flexible Web Filtering (FWF) is used to block File Transfer Protocol (FTP) websites with exception of the shared drive for Governors.
- An Apple Server is in place to ensure security. Restricted access is in place which ensures no unauthorised use of downloading images and only approved APPs are used. Regular spot-checks by SLT are carried out as an additional measure and records are kept (Appendix A).

This policy was reviewed at a meeting of the Governing Body of Hardmoor Early Years Centre held on: 11 May 2018.

Date to be reviewed: Summer 2021

Signed:  _____
(Chair of Governors)

Print Name: Vikki Maxwell

Senior Leader reviewing usage: _____

Review to be carried out at DSL meeting and witnessed by: _____

I-pad reviewed (number):	
Review area	Findings
Review use of email: which email accounts are used on the device; sample emails for attachments (including draft emails).	
Internet browser history	
Actions:	