



Preschool and Daycare

<http://www.buildingblockspreschool.co.uk>

'Where Play is a learning experience'



Building Blocks Mobile Phones and Device Policy

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used. Within our setting we access the use of an Iphone 5 and Iphone 6, and three I pads- two for the use of staff, one for the use of the manager.

Mobile Phones

- Building Blocks preschool allows staff to bring in personal mobile telephones for their own use on breaks only.
- Users bringing personal mobile telephones into BB preschool and daycare must ensure there is no inappropriate or illegal content on the device.
- All staff/students must ensure that their mobile telephones are left inside their bag throughout contact time with children. Staff bags should be placed in the Cupboard/office unless requested by the manager to move them to another appropriate location.
- Mobile phone calls may only be taken during staff breaks or in staff members' own time. If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the office.
- Staff will need to ensure that the manager has up to date contact information (about staff members) and that staff make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All volunteers/ students will be requested to place their bag containing their phone in a locker and asked to take or receive any calls on the main preschool number.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the manager/deputy manager.
- Concerns will be taken seriously, logged and investigated appropriately in line with our safe guarding policy.

Visitors /Workmen

Policy revised and updated February 2018

If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be supervised at all times.

Devices

- Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents.
- However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- Only the designated BB preschool Iphone 5 and Iphone 6 are to be used to take any photos within the setting or on outings. BB specific I pads may be used for photos too.

Mobile Phones & Ipad Policy

- Images taken on setting's phones or ipads must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the devices.
- Images taken and stored on the devices must be downloaded on site as soon as possible, ideally once a week by the designated member of staff and then deleted.
- Under no circumstances must any kind of device be taken into the toilet area without prior consultation with the manager.
- If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the manager must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the device must be placed in a prominent place where it can be seen.

Productions/Outings

Photographs may be taken during productions/outings if permission has been granted by the manager as occasionally there are restrictions for safety reasons. If permission is granted then photographs are only for parental/carers personal use and must not be placed on any social network sites.

Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed.