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**Use of mobile phones, cameras and smart watches**

**Policy statement**

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones, cameras and smart watches in the setting.

**Procedures**

*Personal Mobile Phones*

* Personal mobile phones belonging to members of staff are not used in the classroom during working hours.
* At the beginning of each individual’s shift, personal mobile phones are stored in the Cabin/Office.
* In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the manager or deputy manager.
* Mobile phones may be checked during breaks but they must remain in the office.
* Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
* If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must remain in their bag or pocket and they must not make or receive personal calls or messages. This must be agreed with the session lead prior to leaving the setting.
* Members of staff will not use their personal mobile phones for taking photographs of children in Pre-school or on outings.
* Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitor’s company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

*Cameras and videos*

* Members of staff must not bring their own cameras or video recorders into the setting.
* Photographs and recordings of children are only taken on Pre-School devices and for valid reasons, i.e. to record their learning and development, or for displays within the setting.
* Camera and video use is monitored by the setting manager.
* Where parents are given permission to photograph or record their own children at special events, a announcement will be made at the start of the event reminding parents not to upload pictures with other children in it to social media.
* Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child’s Registration Form).
* Photos and videos of children will only be uploaded to the Pre-School face book page if they are non-identifiable and written permission has been given.

*Security and wildlife camera*

* Preschool has a 24hr security camera in the Preschool Garden and this is managed by the settings landlord- Leafield Village Hall. This device records data which is recorded over after 1 month. Parents are made aware of this during the registration process and give written acknowledgement of its presence.
* Preschool have 2 wildlife cameras available to use. These cameras only record video out of school hours so that children do not appear on the recordings.

*Smart Watches*

Smart watches may only be worn into the room in the presence of children if the device does not have the capacity to record data or take photographs/video. Staff understand they may not use their watch to receive calls or check messages as this creates a distraction with the potential to be dangerous. Staff must not use their watch to access photographs or internet content as children may be exposed to inappropriate images. Staff are also aware that they must not use their smart watches to take photos or voice recordings on their phone using the watch to operate this and are aware that the rules of GDPR prevent voice recording or photographs being taken without the person’s express consent. Where the ongoing technological advances with smart watches occur, Leafield Pre-school reserves the right to request the member of staff to remove their smart watch completely.