



Briary Pre-School

Together we play learn and achieve

Briary Pre-School Use of Mobile Phones, SMART Watches and Fitness Devices, Cameras Policy and e-Safety

Introduction

Briary Pre-School accept that mobile phones are a part of everyday life for parents, carers and for staff.

This policy is part of the pre-school's commitment to safeguarding the welfare of children and vulnerable adults.

This policy is linked to Briary Pre-School's policies on Child Protection and Whistle blowing.

Mobile phones

- Staff are not permitted to have mobile phone in their possession whilst on duty/ratio with the children. Mobile phones **MUST** be left on silent in the the office. Staff are not permitted to wear smart watches/fitness devices that have a camera function or be allowed to answer calls, check alerts or respond to text messages sent to the watch during the session.
- Parent/carers **must not** use their phones whilst in the pre-school If they are visiting or staying for a session they should take the call outside.

Cameras and camera phones

- One of the key ways that practitioners support children's development and engage parents in children's learning is through photographs that record their activities and achievements. Staff will always check with parents that they consent to the use of cameras/kindles for appropriate recording purposes in this way.
- We seek permission from parents/carers on their child's entry to the pre-school on the purpose and use of photographs.
- Parents are not permitted to take photographs of children without seeking permission from staff and manager of the pre-school.
- All images taken by the school/setting will be used in a manner respectful of the eight Data Protection Principles.

This means that images will be:

- fairly and lawfully processed
- processed for limited, specifically stated purposes only
- used in a way that is adequate, relevant and not excessive
- accurate and up to date
- kept on file for no longer than is necessary
- processed in line with an individual's legal rights
- kept securely
- adequately protected if transferred to other countries
- The Data Controller/DCPC and/or Management team is responsible for ensuring the acceptable, safe use and storage of all camera technology and images within the setting.

This document was last reviewed in September 2019 and will be reviewed annually.

- Written permission from parents or carers will be obtained before images/videos of children are electronically published by the setting.
- Written parental consent will be sought to take and use photographs offsite for professional, marketing and training purposes. This may be in addition to parental permission sought for onsite images.
- Written consent from parents will be kept by the setting where children's images are used for publicity purposes (such as brochures or publications), until the image is no longer in use.
- Parental permission will be sought on admission to the setting.

E-Safety

- As part of the revised EYFS children should have access to technology such as computers. Briary Pre-School staff recognise the importance of teaching children at a very early age how to stay safe while using the computer.
- Children will not be left unsupervised on the computer. Although there are filters and restrictions on the computer we will not totally rely on them.
- Management will where possible send staff on e-safety training.
- It is highly recommended that staff do not accept Friends requests on social media sites/IM conversations from parents without first getting permission.
- Staff must consider what information they post online – if it is not appropriate to say to someone face to face then it is not appropriate to post on the internet.
- Staff are not permitted to give out personal e-mails or mobile phone numbers to parents.

This policy was adopted at a committee meeting at Briary Pre-School

Held on:

Signed on behalf of the pre-school: