**Mobile Phones, Smart Watches, Cameras, and Tablets Policy**

It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used and in turn eliminating the following concerns:

* Staff being distracted from their work with children
* The inappropriate use of mobile phones, smart watches, cameras and tablets around children

**Aim**

* Have a clear policy on the acceptable use of mobile phones, smart watches, cameras and tablets that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following acceptable use Policy:

**Mobile Phones and Smart Watches**

* Happy Kids allows staff to bring in personal mobile phones and devices for their own use. Under no circumstances does Happy Kids allow a member of staff to contact a current pupil or parent/carer using their personal device.
* Users bringing personal devices into Happy Kids must ensure there is no inappropriate or illegal content on the device.
* All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Staff bags should be placed in the designated area in the staffroom. This includes smart watches that allow the user to receive and make calls and text messages unless placed on aeroplane mode/offline.
* Mobile phone calls may be taken at staff breaks or in staff members’ own time and in the designated staff area.
* 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 designated staff area of the setting.
* If any staff member has a family emergency or similar and requires keeping their mobile to hand, prior permission must be sought from the manager and the mobile should be placed in the manager’s office.
* Staff (will need to) ensure that the Manager has up to date contact information 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 visitors/other professionals or students will be requested to place their bag containing their phone/smart watch in the office and asked to take or receive any calls in the office area where their phone must remain.
* Parents and carers dropping off and picking up their children are asked not to use their mobile phones/devices around the children, in the setting.
* It is the responsibility of all members of staff to be vigilant and report any concerns to the manager.
* Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff within our safeguarding policy).
* The manager reserves the right to check the image contents of a member of staff’s mobile phone should there be any cause for concern over the appropriate use of it.
* Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member’s dismissal.

**Cameras and tablets**

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

* Only the designated Happy Kids camera and tablets are to be used to take any photos within the setting or on outings.
* Images taken on this camera and tablets 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 camera and tablets.
* Images taken and stored on the camera must be downloaded as soon as possible ideally once a week. Images stored on the tablets must be uploaded to Tapestry and then removed from the device.
* Images taken on the camera must only be downloaded by the nominated members of staff, currently Kim Whelehan and Sarah Fenemore
* If the technology is available, images should be uploaded to Tapestry on-site. Should the facility not be available these may be uploaded off-site and erased from the settings tablet as soon as the images have successfully added.
* Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the manager.
* If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the manager must be asked first and staff be supervised whilst carrying out this kind of activity.
* At all times the camera must be placed in a prominent place where it can be seen.
* Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.