



## Mobile Phone & Smart Devices Policy (Photographs)

The childminder accepts that employees will bring their phones to work including Smart Watches. As a rule, staff are not permitted to make or receive call/texts during working hours as this impacts on work time and safeguarding. Whilst on the premises staff must make sure that mobile phones are always left in the cupboard with their belongings and turned off or on silent. In the event that an employee has an emergency/reason to make a call that is out of their break or lunch time, then they may inform the childminder of the situation in order to make or receive a call from the setting landline (phone).

Staff must ensure that they give relevant people i.e. relative, child's school or nursery their work contact telephone number **(0208 200 5022)**, so that others can contact you in emergency situations. Staff are not allowed to use their personal phones/devices including cameras where children are present.

- All staff's mobile phones or other devices are left in their belongings placed under the stairs and bolted away in the cupboard
- Phones/devices will be left in their belongings placed under the stairs and bolted away in the cupboard for most of the day, staff are only allowed to use their phones/devices on lunch breaks and when there are no children on site but will carry their phone collecting children from school for emergency purposes only.
- Smart watches can be worn for reading the time ONLY. If changing nappies/toileting/changing clothes, smart watches MUST be taken off during this part of the day.
- Staff who refuse to comply with the mobile and camera/devices policy will lead to disciplinary action
- For off site visits staff will bring their mobile phone (to make calls and message ONLY FOR EMERGENCIES), which will be needed on trips for

staff to use. This device will be monitored and on a regular basis by the childminder, to ensure appropriate usage and will check whether their phone is in working order.

- If there are suspicions that staff have unsuitable material on their mobile phone/devices outside of working hours, the nature of the material must be documented, and the childminder (DSL) will be informed. The process outline in the Child Protection & Safeguarding Policy must be followed as well as taking advice from other professional agencies (e.g. the police, LADO) as appropriate.
- Staff using mobile phones must exercise with caution outside of working hours. This includes the access to social networking sites being aware of potential risks to themselves and others. This includes not contacting or accepting requests from social media sites from parents/carers where your privacy settings are robust.
- Visitors to the setting are asked to store their phones/devices in a lockable box in the cupboard to be stored away for the duration of their visit. Visitors will be allowed to access their devices away from the children and when off the premises/without the children present and under supervision.
- All visits will be advised to supply the setting phone number for emergency contact. All mobile phones will be locked away for the duration of their visit.
- Snuggle Bunnies Childcare mobile phones, other devices including cameras and internet policies can be found on the website. In the setting will display clear 'no mobile phone zone' posters and 'no camera zone' around the premises. Parents/carers seen using their mobile/device at drop off or collection times will be challenged and asked to remove these from the premises immediately.
- Parents and carers are informed prior to the setting events that whilst taking photographs and videos of their own children these images are not to be shared on social media platforms and they are for their own personal use. Before any performances, permission will be asked by parents/carers of all children taking part, for consent to record in the event of a performance being produced. If permission is denied, then this would be made clear to all parents/carer before the performance.

- The setting will collect images and recordings using the setting devices, iPad/cameras/phones of the children for the purpose of our journal, parents monthly photo feedback, yearly graduation power point of their milestones and used for our Brent Childminder Zoom sessions each Friday for Monday (TERM TIME ONLY). Most images will be deleted once uploaded, published and once the child has left the setting.

**Staff are not permitted to use any smart devices including their phones and watches AT ANY TIME, i.e., to take photographs or videos of the children in/out the setting.**

**Signed:**

**Date:**

<b>Last Updated/Reviewed On:</b>	<b>SIGNITURE</b>
28.04.2020	C. Morgan
23.11.2020	C. Morgan
10.04.2021	C. Morgan
10.10.2022	C. Morgan