



Acceptable use of Mobile Phones, Electronic Devices and Social Network Sites Policy

March 2024

Statement of intent

We want children, staff, parents, carers, students, volunteers and visitors in the setting to feel secure in the knowledge that images and comments are not used inappropriately.

Aim

Our aim is to have a clear policy on the acceptable use of the mobile phone, electronic devices, including cameras and the use of social network sites 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

- The setting allows staff to bring in personal mobile telephones and devices for their own use, but they must be kept in the lockers provided in each setting. Where suitable lockers are not available mobile phones will be kept in the office in a lockable unit. Phones will be signed in and out each time a staff member wishes to use them, ie lunch break, end of shift.
- Personal mobile phones and any recording media including smart watches are not permitted within the play rooms.
- Fitness trackers with no camera and calling device are permitted, however the text and call notification must be switched off.
- All staff, parent helpers, students, volunteers and children are required to keep mobile phones in the office in a lockable unit.
- All parents, carers and children coming into the setting are not permitted to use mobile phones or any recording equipment in the setting. Parents will be challenged if any member of staff sees a mobile phone out or in use.
- All visitors to the setting are requested to keep mobiles and any other recording equipment in the office or lockers provided.
- During group outings nominated staff will have access to the settings mobile phone, which is to be used for emergency purposes only.
- It is the responsibility of all members of staff to be vigilant and report any concerns of misconduct to the Childcare Manager, Deputy Childcare Manager or Room Leaders. Concerns will be taken seriously, logged and investigated appropriately (see Safeguarding Policy).





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- The Childcare Manager, Deputy Childcare Manager or Room Leader in their absence 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. This also includes checking the call and text message feature is turned off on fitness watches. Staff are also able to use the whistleblowing policy if they observe this procedure not being followed.
- Should inappropriate materials 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 to be followed thereafter.

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 setting cameras or tablets are to be used to take any photographs within the setting or on outings.
- Permissions must be sought from parents and carers on entry to the setting for photographs to be taken.
- Images taken on a setting camera or tablet must be deemed suitable without putting the children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of cameras and tablets. When not in use they will be stored in a locked filing cabinet.
- The cameras and tablets must be locked away at the end of each day.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Images must only be downloaded by the nominated senior member of staff, these being the Childcare Manager, Deputy Childcare Manager, Room Leaders and Deputy Room Leaders.
- Cameras and tablets are not permitted in 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





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kind of activity. At all times the camera and tablets must be placed in a prominent place where it can be seen.

- Any apps downloaded onto childcare devices must be done only by a senior member of staff. This will ensure only age and content appropriate apps are accessible to staff, or children using them.
- Passwords/passcodes for childcare devices must not be shared or written down and must be changed regularly.

Social Network Sites (Personal use)

Please refer to our Social Media Policy.

Social Network Sites (Business use)

- When uploading photographs onto the YMCA Childcare Facebook site and website everyone must ensure that permission has been gained from that individual regardless of whether they are parents, carers or staff members. For children this will be found in their registration forms.
- If a parent wishes for a photo to be removed from social media of their child this will be done at the earliest opportunity.

This policy was reviewed on:	Reviewed by:	Date for next review:
01.03.2024	A.Spence	01.03.2025
Signed on behalf of YMCA Trinity Group:		

