

Stower Vale Pre-School

MOBILE PHONE POLICY

Mobile phone technology has become more sophisticated over recent years and will continue to evolve, allowing access to new content and services, such as the internet, social networking sites and instant messaging. Many mobile phones offer camera, video and audio recording as standard. Children and young people should be encouraged to understand such risks to enable them to develop the appropriate strategies which increase their resilience and help to keep them safe. Acceptable use and management of mobile phones is applied through the Mobile Phone Policy, which is agreed by parents/carers, volunteers, staff and children at the setting.

Aim

The aim of the Mobile Phone Policy is to protect children and young people from harm, by ensuring the appropriate management and use of mobile phones by all individuals who come into contact with early years settings.

Scope

The Mobile Phone Policy applies to all individuals who have access to and/or are users of personal and/or work-related mobile phones with the broadest context of the setting environment. This will include children and young people, parents and carers, early years practitioners and their managers, volunteers, students, committee members, visitors, contractors and community users. This list is not exhaustive.

Policy Statement

It is recognised that the enhanced functions of many mobile phones give cause for concern, with the potential for misuse. Examples of misuse might include the taking and distribution of indecent images, exploitation and bullying. Such misuse will have a negative impact on an individual's safety, dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people, so the needs and vulnerabilities of all must be respected and protected. Mobile phones may also cause an unnecessary distraction during the working day and are often considered intrusive when used in the company of others. It may be difficult to detect the use or misuse of mobile phones. Their use therefore needs to be effectively managed to minimise the potential misuse. All mobile phones belonging to staff and visitors will be locked away in the filing cabinet during working hours. If staff need to make an emergency call, they must do so with the Playleader's or Deputy Playleader's

permission but it will need to be made away from the children. Staff must ensure there are no inappropriate or illegal content on the device.

Members of staff may only contact a parent/carer on school approved mobile phones. When the children undertake a school trip or journey. Mobile phone use by Playleaders should be limited to contact with the school office or venues being visited, except in emergencies and then only by approved telephones.

Mobile phones being used by volunteers and visitors when visiting. Volunteers and visitors are given information informing them they are not permitted to use mobile phones on the premises. If they wish to make or take an emergency call they may use either the main telephone or make calls away from the children. Neither are volunteers or visitors permitted to take photographs of the children at any time.

Code of Conduct

A code of conduct should aim to create an informed workforce, who will work together to safeguard and promote positive outcomes for the children and young people in their care. Practitioners and their managers should:

- Be aware of the need to protect children from harm.
- Have a clear understanding of what constitutes misuse.
- Know how to minimise risk.
- Be vigilant and alert to potential warning signs of misuse.
- Avoid putting themselves into compromising situations which could be misinterpreted and lead to potential allegations.
- Understand the need for professional boundaries and clear guidance regarding acceptable use.
- Be responsible for the self-moderation of their own behaviours.
- Be aware of the importance of reporting concerns immediately.

Parents and carers are encouraged to film their child at special events, but are expected to support the setting in keeping children safe by considering the following in line with the guidance in the Camera and Image Policy:

- Images and video should be for their own or family's personal use only.
- If images are shared online, access should be limited to immediate family only and not public.
- All individuals who bring personal devices into the early year setting must ensure that they hold no inappropriate illegal content.

Linked policies: Acceptable Use Policy
 Safeguarding Policy



Internet Policy
Cameras and Image Policy