



## **RAINBOW PRE-SCHOOL**

Established 1979

Registered Charity No: 1026005

**BAPTIST CHURCH HALL**

2 Dukes Avenue, Muswell Hill, London N10 2PT

Telephone 020 8883 4010

### **Mobile phone and electronic device use policy**

#### **Mobile phones and other electronic devices with imaging and sharing capabilities.**

We promote the safety and welfare of all children in our care. We believe our staff should be completely attentive during their hours of working to ensure all children in the preschool receive good quality care and education.

To ensure the safety and well-being of children we do not allow staff to use personal mobile phones or other personal devices with imaging and sharing capabilities during working hours.

We use the preschool mobile to provide a means of contact in certain circumstances, such as outings.

This policy should be used in conjunction with our Online safety policy and Acceptable Internet use policy, to ensure children are kept safe when using the preschool devices online.

Staff must adhere to the following:

- Mobile phones, or other personal devices with imaging and sharing capabilities are not accessed during working hours
- Mobile phones, or other personal devices with imaging and sharing capabilities can only be used on a designated break and then this must be away from the children
- Mobile phones, or other personal devices with imaging and sharing capabilities must be stored safely in staff lockers at all times during working hours
- The use of preschool devices, such as tablets, must only be used for preschool purposes
- The preschool devices will not have any social media or messaging apps on them, except those used by management for preschool purposes only
- Any apps downloaded onto preschool devices must be done only by management. This will ensure only age and content appropriate apps are accessible to staff, or children using them
- Passwords and/or passcodes for preschool devices must not be shared or written down, and will be changed regularly
- During outings, staff must only use mobile phones belonging to the preschool
- Only preschool owned devices will be used to take photographs or film videos. These devices will only be used in the presence of other staff

- Preschool devices will not be taken home with staff and will remain secure at the setting when not in use
- Staff must delete images/videos from devices, or store them in agreed folders, once they have been used for their purpose. Managers will check image folders regularly.

### **Parent use of mobile phones and smartwatches**

Parents are kindly asked to refrain from using their mobile telephones, or other personal devices with imaging and sharing capabilities, whilst in the preschool or when collecting or dropping off their children. We will ask any parents using their phone/ device inside the preschool premises to finish the call or take the call outside. We do this to ensure all children are safeguarded and the time for dropping off and picking up is a quality handover opportunity where we can share details about your child.

Parents are requested not to allow their child to wear or bring in devices with imaging and sharing capabilities. This ensures all children are safeguarded and also protects their property as it may get damaged or misplaced at the preschool.

### **Visitors' use of mobile phones or other personal devices with imaging and sharing capabilities**

Visitors are not permitted to use their mobile phones or other personal devices with imaging and sharing capabilities, e.g. smart glasses, whilst at preschool and are asked to leave them in a safe secure place such as the preschool office for the duration of their visit.

### **Photographs and videos**

We recognise that photographs and video recordings play a part in the life of the preschool. We ensure that any photographs or recordings taken of children in our preschool are only done with prior written permission from each child's parent and only share photos with parents in a secure manner. We will obtain this permission when each child is registered and update it on a regular basis to ensure that this permission is still valid.

We ask for individual permissions for photographs and video recordings for a range of purposes including use in the child's learning journey, for display purposes, for promotion materials including our website, brochure and the different social media platforms we use. We ensure that parents understand that where their child is also on another child's photograph, but not as the primary person, that may be used in another child's learning journey. Photographs and videos will not be taken in areas where intimate care routines are carried out.

If a parent is not satisfied about one or more of these uses, we will respect their wishes and find alternative ways of recording their child's play or learning.

Staff are not permitted to take any photographs or recordings of a child on their own personal devices with imaging and sharing capabilities, e.g. cameras, mobiles, tablets or smartwatches and may only use those

provided by the preschool. The manager will monitor all photographs and recordings to ensure that the parents' wishes are met and children are safeguarded. Photographs or videos recorded on preschool mobile devices will be transferred to the correct storage device to ensure no images are left on these mobile devices.

Parents and children are not permitted to use any personal devices with imaging and sharing capabilities on our premises without the prior consent of the manager.

During special events, e.g. Christmas or leaving parties, staff may produce group photographs to distribute to parents on request. In this case we will gain individual permission for each child before the event. This will ensure all photographs taken are in line with parental choice. We ask that photos of events such as Christmas parties are not posted on any social media websites or other platforms areas without permission from the parents of all the children included in the picture.