

Mobile Phone, Camera and Social Networking Policy

Our intention is to provide an environment in which children, parents and staff can be assured images recorded are covered by a policy ensuring safeguarding is maintained.

Mobile Phones

Due to the significant advances in mobile phone technology, there is the potential for both mobile phones and cameras to be used inappropriately and compromise the confidentiality of the children in our care. In order to ensure the safety and wellbeing of the children in the setting, and to prevent images being recorded and inappropriately used, Bright Beginnings prohibits the use of personal mobile phones by staff when working directly with children both on and off site.

Staff must adhere to the following:

1. Any visitors to the Centre will be asked to turn off their mobile phone whilst on the premises and asked to refrain from using them. For example; prospective parents, board members attending pre-arranged meetings.
2. Any outside agency staff who are visiting the Centre, for example teachers, speech therapists, additional support teams etc. must store their mobile phones securely in a locked locker in the staff room or be kept safe in the back Centre Office located behind reception. Centre staff must ensure they offer direction to support.
3. Parents will be discouraged from using their mobile phones in the Centre and must refrain from using their mobile phone within the children's play areas. Staff must respectfully challenge a parent immediately if they see them using a mobile phone within the play areas.
4. Individual lockers are provided for safe storage of staff members mobile phones. Staff must not receive or make calls on their mobile phones unless they are on their break and in the staff room/circulatory areas or off the premises. Staff mobile phones are not permitted to be stored or used within any of the areas used to care for children. **Staff must not check their phones during comfort breaks.**
5. Following safer working practice any staff member seen with their mobile phone must be respectfully challenged. Should a member of staff be aware a colleague is accessing their mobile phone contrary to this policy and does not challenge this, both parties will be subject to disciplinary proceedings.
6. If staff or parents have a personal emergency, they are free to use the reception phone or phone in the manager's office.

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7. Where staff members are expecting a planned important phone call while on shift, they may request permission to leave their phone with the Centre reception team or one of the senior leadership team. The person will answer the call then notify the staff member so they can take the call.
8. During trips off site, staff have access to an area mobile phone which is to be used for emergency purposes only. This mobile phone does not have camera or internet facilities and is only to be used on outings. This phone must maintain charge to the battery, if the phone has insignificant charge, then the outing will not go ahead.

No telephone numbers will be stored in the phones. If used in an emergency, the staff member would contact the Centre and the Centre would contact the child's parents where necessary.

This policy must also be read in conjunction with the Safeguarding and Protecting Children Policy and the Whistleblowing policy in the event that an allegation has been made against a member of staff for inappropriately using their mobile phone in the Centre. Outings phones are to be stored and charged in the back office which is accessed via a coded door.

Smart Watches

As a result of the significant technological advancements, Bright Beginnings has implemented a complete prohibition on the use of Smart Watches and devices by all staff during working hours. These Smart devices should be handled in the same way as mobile phones, following the same principles outlined in this policy. If staff chose to wear such a device to work, they must uphold this policy and store their Smart Watch / device in their locker for the duration of their working shift, any breaches in policy will be investigated and may lead to disciplinary action. Please be aware that pedometers and digital watches without internet access or camera functionality are still allowed.

Facebook and other social media

- Staff must not post anything onto social networking sites such as 'Facebook' that breaches the confidentiality of their position or of the centre

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- Staff members represent Bright Beginnings and as such should be mindful of the content of their posts. Any post which is seen to damage the reputation of the business or put the business into disrepute will be challenged and staff members may be asked to remove the post.
- Staff are advised not to be friends with or to allow parents to view their page on social networking sites; this enables the relationship to remain professional at all times and supports our commitment to safeguarding.
- It is the responsibility of all members of staff to be vigilant and report any concerns, concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.
- Following safer working practice it is advised that staff do not have the name of the Centre on their personal pages.

Visitors, Contractors and Work Staff

Mobile phones are to be left with the Centre Receptionist or in bags to be kept in a secure room. If it is necessary for visitors/contractors to have their mobile phones to implement their role effectively, then they are to be supervised at all times where appropriate. The Centre does not take responsibility for any loss or damage to personal possessions.

Playscheme Children

We appreciate that some of our playscheme children may have their own personal mobile phones or smart watches. Children are not permitted to bring these to the Centre.

Cameras and Professional Photography

Photographs are taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements and are an effective form of recording their progression in the Early Years Foundation Stage. They may also be used on our website and/or by the local press with permission from the parents. We use 'Flicker' to share images of children with parents, with parents having a code to access. Annually an external professional photographer is invited into the Centre to take images for parents to purchase of their child. This is at parents request and consent is sought prior to images been taken following General Data Protection Regulations.

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Productions/Outings

Photographs may be taken during productions/outings if permission has been granted and parents. Occasionally there are restrictions for safety reasons. If permission is granted, then it is expected that photographs are only for parental/carers personal use and must not be placed on any social network sites. Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed.

This policy was reviewed on:	January 2025
This policy was reviewed by:	Angela Hynes