



# CENTRAL@RLK

## POLICIES AND PROCEDURES

### 1.6 - USE OF TECHNOLOGICAL DEVICES

#### Policy statement

Central@RLK take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of any technological device, such as, mobile phones, cameras, tablets or smart watches in the setting.

#### Procedures

##### ***Personal Mobile Phones***

- Personal mobile phones belonging to members of staff are not used within the play room or toilets during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in the staff member's locker, or reception office should the staff member be expecting an urgent call.
- In the event of an emergency, personal mobile phones may be used in the privacy of the staff room with permission from one of the managers.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls whilst registered children are present i.e. during working hours.
- Members of staff will not use their personal mobile phones for taking any photographs or videos of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Should it be necessary for visitors to take a personal call, they will be advised to do so in the staff room or meeting room, where children are not permitted.

##### ***Cameras and videos***

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting's management team or trustees.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so (refer to individual Registration Packs).
- Photos will be stored on a memory stick or CD's and will be destroyed in the term following a child's transition to school.



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### Tablets and Smart watches

- Only tablets belonging to the setting will be used in any of the play rooms.
- Photos taken on the setting's tablet will be downloaded onto a memory stick or CD and deleted from the tablet at least once a term (6 weekly).
- Central@RLK does not permit smart watches to be worn in the play room by any staff member, volunteer, student or visitor.

This policy was adopted at a meeting of	<b>Central@RLK</b>
Held on	<b>27<sup>th</sup> July 2015</b>
Date to be reviewed	<b>July 2016</b>
Signed on behalf of the management committee	
Name of signatory	<b>Rebecca Davies</b>
Role of signatory (e.g. chair/owner)	<b>Chairperson</b>