

Mobile Phone, Camera and technological devices Policy

Burwell Early Learners CIO (BEL) recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that staff may also have other technological devices in their possession or within their personal belongings. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately or distract from the safe supervision of the children. The setting management has implemented the following policy:

- Personal mobile phones and technological devices should only be used outside of working hours and never whilst children are present unless with prior permission from the Manager.
- Personal mobile phones and technological devices should be stored away from children and not in the rooms.
- If a staff member, student or volunteer must use their mobile phone this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, students or volunteers who ignore this policy and use a mobile or other technological device on the setting premises without permission may face disciplinary action. on the setting premises without permission may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with the manager the appropriate use of personal mobile phones in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.
- Exceptions may be made when visitors need to use their device for medical recording such as in the case of recording sugar levels for a diabetic. The setting will risk assess the use of the device in this instance and remind the visitor of the strict use of the device for only this purpose.

Use of personal mobile phones and cameras by non staff□

Burwell Early Learners CIO recognises that visitors may wish to have their personal mobile phones and technological devices with them for use in case of emergency. However, safeguarding of

children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the following policy has been implemented:

- Mobile phones and technological devices should only be used away from the children and where possible, off site.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from the setting manager to use their mobile phone.
- The setting's main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the manager.
- The Data Protection Act does **not** prevent parents from taking images at setting events, but these must be **for their own personal use**. Any other use would require the consent of the parents of other children in the image
- In circumstances where there is a suspicion that the material on a mobile phone or other technological devices may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.
- Staff should challenge anyone who is using a camera, mobile phone or video recorder at the setting whom they do not recognise.
- Exceptions will be made when staff or students need to use their device for medical recording such as in the case of recording sugar levels for a diabetic. The setting will risk assess the use of the device in this instance and remind the student/staff/family member of the strict use of the device for only this purpose.
- If a child is photographed by a newspaper, the photo becomes the property of the newspaper and the newspaper has the final say as to how it is used. (N.B. images can be placed by editors on the newspaper's website). Generally, newspaper photos of groups of 12 or more children do not have the names of the children attached. Photos of smaller groups might include the full name of the child in the accompanying caption; however, the setting/parents are not obliged to provide children's names and it is recommended that they do not do so.

Use of the setting's mobile phone, camera and technological devices

Burwell Early Learners CIO provides a mobile phone and camera for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

- Only the camera and other technological devices belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events.
- A signed consent form should be obtained from the child's parent/carer, and should be kept on the child's file, covering all cases where images of children are to be used.

- Images must be used in accordance with the Data Protection Act 2018
- Cameras and technological devices should only be used where two or more staff members are present.
- Where there is a safeguarding concern where abuse is suspected, the setting should not take images of a child's injury, bruising or similar even if requested by social care. (Guidance for safer working practice for those working with children and young people in education settings, May 2019 page 22). The 'Log of concern and body map' must be used to record all factual observations where abuse is suspected.
- The setting's mobile phone must only be used for work related matters.
- In circumstances where there is a suspicion that the material on the setting's mobile phone or technological devices may be unsuitable and provide evidence relating to a criminal offence, the allegations of abuse process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- The setting's mobile phone and other technological devices remains the property of the setting at all times and should not be taken off of the premises (with the exception of visits and outings).
- The setting Designated person will be responsible for filtering and monitoring the use of devices in setting, ensuring that they seek support from an IT specialist should there be concerns about the device and content.
- Recommendations for more information can be found from the safer internet centre.

CCTV

We have CCTV camera's fitted to the outside of the building, there are four cameras in total, three cameras cover the front of the building and one covers the back of the building.

The cameras used are connected to the reolink app.

The main purpose of these cameras is for security reasons of the premises whilst we are closed.

The cameras are set to record from 3.00pm until 9.30am weekdays (this timing covers parent drop off and collection times) and 24hours at weekends and during holidays when the setting is fully closed. The recordings are automatically recorded over after 4 weeks.

Notices of the use of cameras are displayed.

The cameras provide a live stream at all times but this is not viewed during setting open times.

The manager and Deputy of the setting have access to the app via their phones and will only view during the times the setting is closed.

If a recording is made that shows evidence of a crime being committed, the police will be informed and evidence shared as appropriate with them.

