**Mobile Device Policy**

The use of technology is limited without our sessions and is only used if it benefits the children and families we work with to ensure they are kept safe, informed and aware.

Any person with access to a work device has received the relevant training and understands the importance of safe use.

Due to the nature of our work, technology is a necessary part of running a safe provision and devices will only be used for work purposes during contact hours.

Work devices:

* Work mobile phones or tablets must only be used by members of staff for work purposes.
* Only registered staff will be able to use the work devices.
* The devices will only ever be used for the purpose of work.
* Any devices are to be used by responsible adults only and never in the possession of children.
* Managers must ensure any apps downloaded onto work devices are age and content appropriate for the children or staff using them.
* Passwords or passcodes for work devices must not be shared or written down and will be changed regularly.
* Mobile phones and devices belonging to the setting will always appropriately and activity may be monitored for safeguarding reasons and to ensure policy compliance.
* During outings, staff will only use mobile phones belonging to the setting wherever possible.
* Where possible, staff devices will be used to contact parents, take registers and complete any work-related tasks.
* Parental permission must be obtained via our booking system for the use of photographs or videos of children.
* Any images or videos of children will be stored securely and deleted when no longer required.
* Work devices must remain secure at all times when not in use.

Personal devices:

* Personal mobile phones should not be used for any reasons during contact hours except for the purpose of taking registers or making contact with parents in an emergency if a work device is not available.
* Mobile phones can only be used on a designated break, and this must be away from the children.
* Mobile phones should be stored safely away from children at all times during working hours.
* Mobile devices are sometimes required to be used for registration purposes, but this must only be done using the secure, online system with your personal login details.
* You must not use another member of staffs login details on your device.
* Photographs must not be taken of the children on any personal phones or any other personal information storage device. Only business owned devices can be used to take photographs or videos.
* Staff must not use personal mobile phones to communicate with parents/carers or give out their personal mobile numbers or email addresses except in an emergency.
* Staff who bring personal mobile phones into the provision must ensure that there is no inappropriate or illegal content on them.
* Our provision is not responsible for the loss, damage or theft of any personal mobile device.
* All members of staff should remain vigilant and report any concerns to manager or designated safeguarding lead (DSL).
* If a member of staff breaches the mobile phone policy, action will be taken in line with the staff code of conduct and allegations policy.
* If a member of staff is thought to have illegal content on a mobile phone or have committed a criminal offence using a personal device or mobile phone, the police will be contacted, and the LADO (Local Authority Designated Officer) will be informed.

Parents & Carers:

* To protect children in our sessions, we do not allow parents or visitors to use their mobile phones on the premises except for taking photography of their own child. Members of staff will challenge visitors if they have concerns about their use of mobile phones or other devices and inform the manager or DSL of any breaches of policy.
* Parents should also be advised that children cannot bring into the setting any devices that may take photographs or videos, such as phones or smart watches, to ensure that everyone is safeguarded and to protect personal property from loss or damage.

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