**OSCAR CLUB’S MOBILE PHONE POLICY**

Use of mobile phones and personal cameras

The welfare, protection, and safety of every child in our care is of paramount importance. We take our responsibility to safeguard children seriously. We have procedures in place which we ask everyone to respect and to help promote the safety of the children in our care.

Oscar Club has a no use of mobile phones policy whilst caring for children.   It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the concern of staff being distracted from their work with children and the inappropriate use of mobile phone cameras around children.

Mobile phones & smart watches (Apple watches)

We believe our staff should be completely attentive during their working hours to ensure all children in the pre-school receive good quality care and education. Mobile phones must not be used during working hours. Staff are permitted to keep their phones switched on in case of urgent calls, but they will be kept in the office, away from children and must be on silent.

Under no circumstances does the pre-school allow a member of staff to contact a parent/carer using their personal device.  Users bringing personal devices into pre-school must ensure there is no inappropriate or illegal content on the device. All staff must ensure their mobile phones are inside the phone boxes located in the office throughout contact time with children. Staff are permitted to use their mobile phones during their lunch breaks away from the children.

The use of Apple watches/smart watches etc, are also not permitted. Staff wearing smart watches will be asked to remove them and leave them locked away along with their personal mobile phones in the office.

The use of mobile phones/smart watches can be used in staff breaks or in staff member’s own time in the designated (child free) staff area.

 It is the responsibility of all members of staff to be vigilant and to report any concerns to the pre-school manager. (See whistleblowing policy)

All urgent calls are to be taken from the main line, however if any staff member has a family emergency or similar, their mobile will be kept in the office and they will be called to take a call.  Prior permission must be sought from the manager or deputy.

The manager or deputy manager reserves the right to check the image contents of a member of staff’s mobile phone should there be any cause for concern over inappropriate use of it.  Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as well as the police.  Guidance will be followed with regards to the dismissal of the staff member.

Parents and visitors

Parents or visitors who either arrive using a mobile phone or take a call on a mobile should be immediately told to end their phone call or leave the premises. Visitors are signed into the pre-school and asked to leave their personal belongings and mobile phones in the office.

Cameras and capturing images

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form or recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated pre-school I Pads are to be used to take any photo within the setting or on outings.

All images taken must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

All staff are responsible for the location of the I Pads. These must be locked away at the end of every session.

Images taken and stored on the I Pads must be downloaded as soon as possible, ideally once a week.

Parental permission is obtained from the parent/carer on joining the setting to the use of photographs in the setting.

This policy is in place to protect and safeguard both children and staff.

Signed on behalf of the voluntary management committee:

Date:

Review Date: