



Little Crickets Policy and Procedure

Mobile Phone, Smart Watch and Camera policy

Acceptable Use of Mobile Phones, wearable devices & cameras Policy

At Little Crickets Forest School we have a strict policy regarding the use of mobile phones and cameras, which has been formulated to safeguard children. This policy applies to staff members, parents and other visitors. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used.

Mobile Phones and smart watches

At Little Crickets Forest School personal mobile phones are not permitted in any areas that children access. If staff bring personal mobile phones, they should be kept in vehicles or lockers in the staff area or in the caravan/staff rest area, locked away. They may be accessed at break time but only in the caravan away from the children.

Mobile phone calls may only be taken during staff breaks or in staff members' own time, away from children in the staff caravan. If staff have a personal emergency, they are free to use the setting's phone or make a personal call from their mobile in the staff area away from children.

If a member of staff is waiting for an emergency personal call, then their phone may be left with the manager who with permission will answer and then notify the member of staff.

Staff will need to ensure that the Manager and SLT has up to date contact information and staff should make their families, children's schools etc, aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All volunteers will be requested to place their bag containing their phone in the caravan or in a locker and asked to take or receive any calls away from children.

It is the responsibility of all members of staff to be vigilant and report any concerns to the Manager.

Concerns will be taken seriously, logged and investigated appropriately in line with our safeguarding policy.

The use of smart watches with cameras are not permitted. Bluetooth must be switched off on watches and disconnected from mobile phones.

Visitors /Workmen

Mobile phones are to be left in caravan. If it is necessary for visitors/workmen to have their mobile phones to implement their role effectively then they are to be always supervised.

Parents must not use their mobile phone on the Forest School site, they are discouraged from having their phone on show when dropping off or collecting their child.

Cameras

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 and for sharing observations with parents. They may also be used on our website and/or by the local press with permission from parents.

However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

Only the designated Forest School cameras and phones are to be used to take any photos within the setting or on outings.

Images taken on these devices 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 cameras and tablets. They are to be returned to the Yurt charging station at the end of the day and will not under any circumstances be removed from site/taken home

Images taken and stored on the camera must be downloaded on site as soon as possible, ideally once a week. Images should be deleted from the devices once uploaded to the secure Office 365 area online.

Under no circumstances must cameras of any kind be taken into the toilet area without prior consultation with the Manager.

If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Manager must be asked first and staff to be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

Productions/Outings

Photographs may be taken by parents during productions/outings if permission has been granted by the Manager as occasionally there are restrictions for safety reasons. If permission is granted, then photographs are only for parental/carers personal use and must not be placed on any social network sites. Parents will be reminded of this on each occasion. The Forest School may use photos from productions or outings on the Little Crickets Forest School Facebook page or in other marketing with the parent's consent obtained via the Ovivo app upon starting Forest School.

Failure to adhere to the contents of this policy will lead to disciplinary/safeguarding procedures being followed.