



## Electronic Devices Policy for Fizzy Fish Pre-School

Electronic Devices include Mobile Phones, iPads, Watches, Cameras, PCs and Laptops.

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

Our Safeguarding Designated Lead Practitioners are **Lou Adams and Sian Knight**. The Deputy Leads are the settings Deputy Manager(s). This policy should be read in conjunction with our Acceptable Use Policy, Safeguarding Children and Child Protection Policy and Allegations of Abuse Against an Early Years Educator Policy.

We believe our staff should be completely attentive during their hours of work to ensure all children in the pre-school receive good quality care and education. Personal mobile phones must not be used during working hours.

- ☐ Personal mobiles must be switched off during working hours and stored in the staff filing cabinet
- ☐ Personal mobiles may only be used on a designated break and only in a child free area of the pre-school
- ☐ The Manager's mobile should be used on outings, however in the event that this is not available, a designated staff member may use their mobile for pre-school/emergency use only
- ☐ Personal mobiles must never be used to take photographs of any of the children/ areas of the pre-school, the children's work or any member of staff at work
- ☐ 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 (**see Allegations of Abuse Against an Early Years Educator Policy**).
- ☐ A Safeguarding Designated Lead Practitioner reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- ☐ Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's dismissal.
- ☐ Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of 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. Digital photographs should be deleted at the earliest opportunity.

**Personal electronic device, including watches, that have imaging or sharing capabilities must not be used during working hours.**



Only the designated pre-school's iPad and camera are to be used to take any photo within the setting or on outings.

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 electronic devices; these should be placed in the designated area:

- ☐ Setting's phone - one in the main area
- ☐ Setting's camera - one in the main area (this is shared with the other Pre-School, so it might not always be present in the setting)
- ☐ Setting's iPad - one in the main area
- ☐ Setting's desktop PC - one in the main area
- ☐ Children's tablets - 2 in the main area.

All electronic devices must be returned to the correct storage area at the end of each working day to be recharged.

Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week. Images must only be downloaded by the Safeguarding Designated Practitioners and stored on the pre-school desktop computer.

Under no circumstances must cameras of any kind be taken into the toilet area without prior permission from a Safeguarding Designated Practitioner. If photographs need to be taken in this area, i.e. photographs of the children washing their hands, staff must be supervised whilst carrying out this activity. Cameras must be able to be seen at all times.

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

If you have any questions in relation to this policy then please do not hesitate to contact us.

Contact details:

Local Authority Designated Officer (LADO)

E-mail [ladoenquiries@brighton-hove.gov.uk](mailto:ladoenquiries@brighton-hove.gov.uk)

Review and update details

Date	R	U	Details	Q	Latest version
16/11/23	✓		Policy review and updated.	✓	Issue 7/November 2023

R = policy reviewed, U = policy updated, Q = quiz issued to staff. Please tick the relevant boxes.

Note: A quiz should be issued for new or updated policies and at least once a year.



*Fizzy Fish*