

## Daubeney & Sebright Children's Centre Mobile Phone Policy March 2021

Our aim is to have a clear policy on acceptable use of mobile phones and cameras IPad and Computer use that is understood and adhered to by all parties concerned without exception.

It is the intention of Daubeney and Sebright Children's Centre to provide an environment in which children, parents and practitioners are safe from images being recorded and inappropriately used in turn eliminating the following concerns:

- I. Practitioners being distracted from work with children
- II. The inappropriate use of mobile phone cameras around children
- III. Parents/carers are not permitted to use their mobile phones in the children's centre

In order to achieve this, the following acceptable use policy will apply:

1. The use of mobile phones in a prohibited area is an offence. Practitioners found or reported to be using a mobile phone in a prohibited area could face disciplinary action which could lead to dismissal.

Prohibited areas include:

- All rooms in the centre
  - Children's Bathrooms
  - Activity room
  - Garden
  - All Communal Space in the Children's Centre
2. The children's centre allows practitioners to bring in personal mobile phones and devices for their own use on the understanding that mobile phone calls can only be made and received during practitioners' breaks or in their own time in the designated areas, i.e. reception, staff room, multi agency office.
  3. Practitioners choosing to bring in a mobile phone into the children's centre must ensure that there are no inappropriate or illegal contents on the phone.
  4. All practitioners must ensure that their mobile telephones are switched off and locked inside their locker or desk drawer

5. If practitioners have a personal emergency they are free to use the children's centre phone or make a call from their mobile in one of the designated areas, i.e. reception, staff room, multi agency office.
6. Practitioners will need to ensure that their contact details are up to date and that family members, children's schools etc are aware of work telephone number in an emergency.
7. Parents/carers will be asked to end their mobile phone conversations before entering the prohibited areas and refrain from answering calls in prohibited areas.
8. During group outings nominated practitioners will have access to the settings nominated mobile phone. The mobile phone and its features should only be used for emergency purposes only. All iPad and Computers must have a password and use monitored.
9. It is the responsibility of all practitioners to be vigilant and report any concerns to the nominated safeguarding lead
10. All staff and volunteer concerns or allegations will be taken seriously, recorded and reported as directed by the Local Authority Designated Officer (LADO).
11. Should any concerns be raised or inappropriate material be found the Head of Centre will report to:
  - Executive Head teacher
  - Local Authority Designated Officer (LADO)
  - Follow the guidance as to the appropriate measures.
  - The allegations against staff in Safeguarding Policy will apply
12. Under NO circumstances does the Children's Centre give permission for practitioners to contact parent/carers using their personal mobile phones.
13. Under NO circumstances will contractors be allowed to use their mobile phones whilst undertaking repairs within the presence of the children, contractors. Early years' practitioners can make and receive calls in the designated areas only.