

MOBILE PHONE AND INTERNAL COMMUNICATIONS POLICY

Fusion Childcare Services offers a ‘culture of safety’ in which the children and staff are protected from abuse, harm, and distress. We therefore have a clear policy on the acceptable use of mobile phones that is understood and adhered to by everyone: staff, children and parents/carers. Abiding by the terms of Fusion’s mobile phone policy ensures that we all:

- Protect children from harm and abuse
- Prevent staff from being subject to false allegations
- Help staff remain focused on the care of children
- Work in an open and transparent environment.

For the purpose of this policy ‘internal communications’ is to be understood as communication between members of Fusion staff during working hours for work purposes. Fusion employ strict internal communication in order to maintain the safety of all children, members of staff and visitors on site in line with our **Safeguarding Policy**.

Internal communication will occur using the:

- **Fusion’s Manager’s Mobile – 07796 000 413- MAIN CONTACT**
- Owner, Tracy Mobile – 07879 811 927
- Fusion mobiles:
 - Fusion’s Deputy Manager’s mobile
 - Fusion Infant indoor mobile
 - Fusion Infant outdoor mobile
 - Fusion Junior indoor mobile
 - Fusion Junior outdoor mobile

All members of staff must be fully compliant in the use of all of the above.

The purpose of internal communications is:

- To enable members of staff to know where children are at any given time
- To liaise with staff inside and out
- To enable the safe movement of children within Fusion.
- For use in emergency situations.
- For collection and transition of children.

Fusion Club Mobile Phones

Fusion mobile phones do not have cameras or internet access and are used as internal communications between staff and between sites, with the exception of the Manager’s and Deputy Manager’s Mobile.

Staff use of mobile phones

Personal mobile phones belonging to members of staff are switched off during working hours being either 7.45am to 9.00am or 2.45pm to 6.15pm inclusive and kept in a specific phone holder in the kitchen, out of the reach of children during this period.

If a member of staff needs to make or receive an urgent personal call they can use the Fusion fixed line or make a personal call from their mobile in the kitchen, out of sight of children and with the consent and knowledge of the Manager.

If a member of staff has a family emergency, they must give the Fusion Manager’s mobile number **07796000413** as a contact number.

Under no circumstances may staff use their personal mobile phones for internal communication or to take photographs of children.

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Children's use of mobile phones

Whilst we understand that some children have mobile phones, they must be turned off and handed to a member of staff on arrival.

Fusion does not accept any responsibility for loss or damage to mobile phones brought to the setting by a child/ren.

Children must not use their mobile phone to take photographs of any kind whilst at Fusion. If they want a photograph of a particular activity they can ask a member of staff to take one using the Fusion Manager's mobile or the Fusion iPad and the Manager will email it to their parents in line with our **Safeguarding Policy, Data Protection and Photograph and Observation Policy**, ensuring that the children has appropriate consent.

Parent's/Visitor's/Volunteer's use of mobile phones

Parents/Visitors/Volunteers must not use their mobile phone or any other device - to take/make calls or take photographs within the setting. If Parents want to have a photograph of their child involved in an activity or engaged in play, parents can ask a member of staff to take one using the Fusion Manager's mobile or the Fusion iPad and the Manager will email it to their parents in line with our **Safeguarding Policy, Data Protection and Photograph and Observation Policy**, ensuring that the children has appropriate consent. Visitors/Volunteers are made aware of our Mobile Phone and Internal Communication Policy when they sign in and will be asked to place their mobile phone in the phone holder in the kitchen during the session.

Any Parent/Visitors/Volunteers who do not adhere to this will be asked to put their phone away and if they do not comply, then the Manager will ask them to leave and will complete an incident form if deemed necessary.

Fusion's Manager's Mobile Phone and the Fusion iPads

- The Manager of Fusion Childcare Services will have access to the Fusion Manager's mobile phone throughout session times and it must be switched on during session working hours and throughout the day in order to correspond with parents and staff. The Manager's mobile will be used for: internal calls between Fusion sites, correspondence with parents about cancellations, emergency spaces and also external calls. The Manager's mobile has every child's emergency contact numbers on. As the Manager is supernumerary, it is crucial that they have a phone on them and available at all times, so they can be contacted in an emergency. The Manager must have access to the internet in order to check emails and liaise with parents. Children will not have access to the Fusion Manager's mobile and will not use it, unless supervised.
- The Fusion iPads are the exclusive property of Fusion Childcare Services. At Fusion, we use the iPads and Fusion Manager's mobiles to take photos/document evidence for EYFS journals, for our Facebook page, our Website and reflective practice. We ensure that all photos are of children that who have permission for Social Media. All devices are checked at the end of the session by the Manger and photos are deleted once they have been uploaded or printed and are not stored anywhere else. The Fusion Manager's Mobile and Fusion iPads are not linked to any other account so there is no risk of misuse. Each iPad has it's own Apple id and are therefore not linked.
- The Fusion iPads are also used for children to play games and make videos/animations on and when children play on them, staff supervise at all times. Please refer to our **E-safety policy**.



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- All Fusion mobiles and iPads remain the exclusive property of Fusion Childcare Services and should this policy be contravened a full report will be required by the Owner of Fusion Childcare Services and Disciplinary Procedures will be taken.

Should this policy be contravened a full report will be required by the Management of Fusion Childcare Services and Disciplinary Procedures may be taken.

Adopted on: 04.01.2012

Last Reviewed on: 01.04.17

Reviewed on: 01.04.18

Next Review due: April 2019

Signed.....
FUSION CHILDCARE SERVICES

*Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2017):
Safeguarding and Welfare requirements: Child Protection [3.4].*