



MOBILE PHONE AND INTERNAL COMMUNICATIONS AND OTHER TECHNOLOGY POLICY

Fusion Pre-School Southdown 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 Pre-School Southdown’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 Pre-School Southdown staff during working hours for work purposes.

Fusion Pre-School Southdown 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 following:

- **Fusion Pre-School Southdown - Leader’s Mobile – 07908121891- MAIN CONTACT**

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 outside of the building
- To enable the safe movement of children within Fusion Pre-School Southdown.
- For use in emergency situations.
- For collection and transition of children.

Staff use of mobile phones: Personal mobile phones belonging to members of staff are switched off during working hours kept in a specific lockable phone box, out of the reach of children during this period. The Leader and Deputy are the only people who know the code to the box.

If a member of staff needs to make or receive an urgent personal call, they can use the Fusion Pre-School Southdown Leader’s mobile phone or make a personal call from their mobile

phone in the committee room out of sight of children and with the consent and knowledge of the Leader.

If a member of staff has a family emergency, they must give the Fusion Pre-School Southdown Leader's mobile number **07908121891** as a contact number.

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

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. Taking of photographs by parents or visitors is strictly prohibited. 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 Pre-School Southdown devices and the Leader will email it to their parents in line with our **Safeguarding Policy, Data Protection and Social Media, Photograph, Digital Image and Video Policy**, ensuring no other children are present in the picture. 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 box.

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 Leader will ask them to leave and will complete an incident form if deemed necessary.

Fusion Pre-School Southdown's Leader's/Deputy Mobile Phone and the Fusion Pre-School Southdown iPads: The Leader of Fusion Pre-School Southdown will have access to the Fusion Pre-School Southdown 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/carers and staff.

When the group is split, the Deputy Leader's phone remains with one group of children and the remaining children and staff have the Leader's phone.

The Fusion Pre-School Southdown iPads are the exclusive property of Fusion Pre-School Southdown. At Fusion Pre-School Southdown, we use the iPads and Fusion Pre-School Southdown Leader/Deputy Leader's mobiles to take photos/document evidence for EYFS journals, our website and reflective practice. We ensure that all photos are of children who have permission for social media. All devices are checked at the end of the session by the Manager and photos are deleted once they have been uploaded or printed and are not stored anywhere else such as the cloud. The Fusion Pre-School Southdown Leader and Fusion Pre-School Southdown iPads have separate usernames/passwords and not linked to any other account so there is no risk of misuse.

The Fusion Pre-School Southdown iPads are also used for children to play games and make videos/ animations on and when children play on them, and are supervised at all times. Please refer to our **E-safety Policy**.

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

Other technology: Fit bits/Apple watches (this list is not exhaustive) and other types wearable technology supports children in encouragement of exercise and healthy competitions as well as being used as a watch. Overall, where possible, staff will not wear any wearable technology, but if they are worn, Camera/Messaging/Calling/Internet must be disabled, a consent slip is signed which is in the staff’s personnel folder and during the session they will be put on flight mode and only be used as a watch. Fusion does not accept any responsibility for loss or damage to such devices brought to the setting by a child/ren or staff.

Staff know that they are personally in charge of ensuring that their device has appropriate settings and take full responsibility to ensure it doesn’t breach Safeguarding.

Guidance:

Guidance To safeguard children and practitioners online, our staff will be encouraged to refer to “Safeguarding children and protecting professionals in early years settings: online safety considerations”. (<https://www.gov.uk/government/publications/safeguarding-children-andprotecting-professionals-in-early-years-settings-online-safety-considerations>)

Should this policy be contravened a full report will be required by the Management of Fusion Pre-School Southdown and Disciplinary Procedures may be taken

Adopted on:	Last reviewed on:	Reviewed on:	Next review Date:
20.07.2022	04.09.2023	04.01.2024	April 2025
<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare requirements: Safeguarding policies and procedures [3.6].</i>			
Signed and approved:	Fusion Pre-School Southdown		