



## **Acceptable Use Policy (the use of mobile phones/cameras/social media)**

### **Policy statement**

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting. As a professional organisation with responsibility for safeguarding, it is important that staff take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss abuse and theft. All members of staff have a responsibility to use Dimples Day Care devices in a professional, lawful and ethical manner. To ensure that members of staff are fully aware of their professional responsibilities when using technology, they are asked to read and sign this policy.

As a professional organisation with responsibility for children's safeguarding, it is important that all members of the community, including visitors, volunteers and students/work placements, are fully aware of their professional responsibilities and read and sign this policy. This is not an exhaustive list; visitors/volunteers/students/work placements/tenants are reminded that ICT use should be consistent with the nursery ethos, other policies, relevant national and local guidance and expectations and the Law.

### **Procedures**

#### **Personal Devices**

All members of staff to protect and safeguard all members of Dimples Day Care.

- Staff should ensure their mobile phones hold no inappropriate or illegal content.
- Personal devices belonging to members of staff to be kept in a staff only area during working hours and staff to use own device only if following our safeguarding procedures.

No devices are not permitted in the changing area e.g. the toilet area.

- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- Parents and visitors and tenant are required to use their mobile phones safely and appropriately within the setting/whilst on the premises following our safeguarding and online policy.

The tenant(s) living at the Setting can use their mobile phone and device in their Private living areas during opening hours. However, they will not be permitted to use their devices in the communal areas during opening hours



# DIMPLES DAY CARE

## Cameras and videos

- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting or online with permission from the parents/carers.
- Photographs or recordings of children are only taken on equipment belonging to the setting or.
  - Camera and video use is monitored by the setting's manager and DSL.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found in the individual child's Registration pack).

This policy was adopted by Dimples Day Care *(name of provider)*

On 18.8.21 *(date)*

Date to be reviewed 18.8.22 *(date)*

Signed on behalf of the provider

Name of signatory Alexandra Stewart

Role of signatory (e.g. chair, director or owner) Owner