

## Use of Electronic Devices Policy

A Touch of the Wild has a strict policy regarding the use of mobile phones, cameras and other media, which has been formulated to safeguard children. This policy applies to staff members, volunteers, parents and other visitors to the setting.

### **Kindergarten mobile phones**

The kindergarten provides a mobile phone for staff which is used to take photographs and videos of the children and also as a way of communicating with parents, between staff members and with emergency services if necessary.

The kindergarten phone is password protected and the password is known only by the staff of the kindergarten.

Members of staff, volunteers, parents and other visitors to the setting are asked to place their personal mobile phone or camera in a designated lock box, or if necessary when out and about, in the leader's rucksack.

If a staff member, volunteer, parent or other visitor needs to make or take a telephone call, they are required to ask the leader's permission to leave the group and the leader will then issue them with their phone.

### **Photographs and video**

A Touch of the Wild staff take photographs and videos using the setting's mobile phone. The purpose of these photographs and videos is to:

- Record progress and achievement, using Tapestry,
- Keep parents up to date with what the children are doing at the setting via Tapestry and parent newsletters,
- Publicise A Touch of the Wild through the website and Facebook and Instagram pages.

On registering at A Touch of the Wild, parents are asked to give written consent for photographs and video to be taken of their child and for the photographs and video to be used in the above ways.

Once photographs and video have been used for the above purposes, they are deleted from the kindergarten mobile phone as soon as is reasonably practicable.

The safeguarding lead will routinely check photographs on the staff mobile and other cameras/devices.

### **Use of personal devices**

Staff are permitted to use their personal laptop or computer at home for the purpose of adding observations / recording assessments etc through Tapestry. The device that they use must be password protected.



Staff are not permitted to download or store photographs or video on their personal laptop or computer.

### **Monitoring and review**

This policy is monitored by the staff and management of A Touch of the Wild and will be reviewed annually or before if necessary.

This policy was written by A Touch of the Wild September 2024.