

# **TECHNOLOGY POLICY**

## ***Statement of intent***

Jellytots has put the following policy into place in light of recent events with regard to safeguarding children and the use of mobile telephones.

## ***Aim***

To protect the children that attend our Playgroup from abuse and misuse of their images. Further guidance is in our *ICT Policy and Confidentiality policy*

## ***Methods***

- Jellytots respects those members of staff who bring their phones to work, for use in receiving emergency contact. All staff must ensure that their mobile telephones are left inside the work desk during working hours.
- All phones or technical devices (Smart Watches, etc.) should be stored in the desk or in staff bags.

If any staff member has a family emergency and needs to keep their mobile close at hand, then the manager or pre-school leader must be consulted and permission given for this to happen.

- The Playgroup phone may be used by staff; you may give the Playgroup number of 07858158220 to your relatives or schools in case of an emergency.
- Under no circumstances should photos be taken on mobile phones of children, staff or visitors without prior permission from the Manager/Supervisor.
- All parents should be discouraged from using phones or other technical devices inside the Playgroup. Phones/smart phones should not be used for photos during normal sessions.
- Any staff, student, parent/volunteer using a phone to take photos will have it removed from their person until the photos have been removed.
- Staff should only use the pre-school cameras to take photos and these must only be downloaded onto staff USB sticks and not be downloaded onto any personal computers, apart from the Manager's and Playgroup laptop. These are password protected and covered by GDPR (General Data Protection Regulations 2018).

- No electronic copies of photographs should be passed to outside agencies unless authority has been given in children's enrolment forms or separate permission letters from the individual children's parents that are involved.
- When on outings the pre-school's own mobile telephone will be used, and the Manager's/Supervisor's
- Under no circumstances must cameras of any kind be taken into the toilet areas without prior consultation with management
- Any staff member, volunteer/parent or student found to be non-compliant with this policy will face disciplinary action.

*Policy Re-adopted 9<sup>th</sup> October 2024 – R Cockbill Chairperson*