

Mobile Phone and other portable devices

Procedure

Signs clearly stating that the use of mobile phones and cameras are not permitted in nursery are clearly shown throughout the building.

Mobile phones belonging to staff are kept in lockers during working hours and are only allowed to be used in the staff room during breaks. Any calls that need to be taken during working hours have to come via the main nursery land line phone or the internal phone that comes through the university switchboard. The nursery mobile phone, for use on outings, has no camera.

Any visitors to the nursery are asked to leave their mobile phones in the office.

Parents/carers are provided information regarding the use of mobile phones on induction. Parents/carers are permitted to have their mobile phones on them but are not under any circumstances allowed to use them in the building except in the office with a member of staff present.

Staff are very vigilant and will remind any parents/carers and visitors if they observe anyone not adhering to the rules.

This mean that staff should:

- Keep mobile phone secure in the lockers during work hours. **Failure to do so may be regarded as professional misconduct.**
- Explain to visitors and parents the setting is a non mobile phone area and challenge any contraventions
- Be vigilant of the public taking photos outside the boundaries and report any concerns

Practitioners Portable devices

Portable devices are an essential tool for the observation, assessment and delivery of teaching and learning. All practitioners are allocated a portable device for work purpose only. **Failure to use devices for work purpose may be regarded as professional misconduct.** The following procedure is for the protection of the child and the practitioner. Portable devices are locked down to limit downloads and access to certain functions by the IT department.

- The offsite use of portable devices must be sanctioned by senior staff. The use of the devices offsite is **only to facilitate and access the workload.** All devices must be signed out and audited on return by a senior manager
- Practitioner will be asked to sign a confidentiality and data protection agreement on induction.
- Devices are for the sole use of the practitioner for work purposes and should not be used by anyone else including family members.
- Practitioners are responsible for the safety and care of the devices both on site and off site. Any lost devices must be reported immediately.

- Devices should be stored and charged in a discreet area within the nursery rooms not visible to others.
- If the device is taken off site, they must not be left in cars and stored in a secure place at home. Devices should always be returned on the next working day. In the event of a long term absence from work the devices should be returned to the nursery
- On leaving employment from the LSU the device and charger must be returned in good working order.
- Passwords must never be shared with another person. To do so could viewed as professional misconduct.
- Login and passwords should not be saved onto the device.
- Devices must be locked when left in use.
- Images should only be taken on the nursery tablet and cameras, portable devices. Under no circumstances are staff expected or allowed to use their personal equipment to take images of pupils at or on behalf of the setting.
- All images must be stored in an appropriate secure place. Images should be stored on First Steps or deleted from your ipad gallery regularly or on the LSU secure server users1/nursery/photographs. Photographs and videos containing images of children should never be saved on the tablet
- Devices and chargers must be made available to audit by a senior manager on request a minimum of half termly. All devices will be issued with a original manufacturers charger. In the event of a charger being lost it is the responsibility of the practitioner allocated the device to replace original manufacture charger.

Internet access and downloads

Wireless internet access is provided by Loughborough University with all users having a registered account.

The internet access can provide a wide range of research and resources for teaching and learning. Practitioners are accountable for their internet use when using a work's tablet. This policy can not provide a complete list of what is, or is not appropriate for internet access. It does highlight what is illegal.

- The portable devices should not be used for accessing personal social media except the nursery facebook page
- Any music and videos should be streamed rather than downloaded for example from you tube
- The nursery has a recommended LSU app store. Approval must be sort before apps can be downloaded on the devices. No unapproved apps should be installed eg facebook, twitter, amazon, snapchat

Exposure to inappropriate images

Staff should take extreme care to ensure that children and young people are not exposed, through any medium, to inappropriate or indecent images. There are no circumstances that will justify adults: making, downloading, possessing or distributing indecent images or pseudo-images of children (child abuse images). Accessing these images, whether using the setting's or personal equipment, on or off the premises, or making, storing or disseminating such material is illegal.

If indecent images of children are discovered at the establishment or on the setting's equipment an immediate referral should be made to the Designated Safeguarding Officer/Head of HR and the police

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contacted if relevant. The images/equipment should be secured and there should be no attempt to view or delete the images as this could jeopardise necessary criminal action.

If the images are of children known to the nursery, a referral should also be made to children's social care in line with local arrangements. Under no circumstances should any adult use LSU equipment to access pornography. In the event of any indecent images of children or unsuitable material being discovered on a device the equipment should not be tampered with in any way. It should be secured and isolated from the network, and the SDO contacted without delay. Adults should not attempt to investigate the matter or evaluate the material themselves as this may lead to a contamination of evidence and a possibility they will be at risk of prosecution themselves.

This means that staff should:

- abide by the University acceptable use and e-safety policies
- ensure that children cannot be exposed to indecent or inappropriate images
- ensure that any films or material shown to children are age appropriate
- equipment containing pornography or links to it should never be brought into or used in the workplace. This will raise serious concerns about the suitability of the adult to continue working with children and young people.
- staff should keep their passwords confidential and not allow unauthorised access to equipment. Passwords should not contain or refer to violent images/materials, racial/discriminant types of animal cruelty

Related Documents

Safeguarding and child protection policy

Safer working practise for adults working with young children at Loughborough Campus Nursery

LSU Social media policy

Intimate care policy

Manager's signature

Revised July 2019