



## Use of Electronic Devices Policy

Venture Outdoor Kindergarten 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 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**

Venture Outdoor Kindergarten staff take photographs and videos using the kindergarten'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 kindergarten via Tapestry and parent newsletters,
- Publicise the kindergarten through the kindergarten website and Facebook and Instagram pages.

On registering at the kindergarten, 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.

## Use of Electronic Devices Policy 2.3

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 Venture Outdoor Kindergarten and will be reviewed annually or before if necessary.

This policy was written by Venture Outdoor Kindergarten September 2018.

Reviewed August 2019.

Reviewed August 2020.

Reviewed August 2021.

Reviewed August 2023.

Reviewed August 2024.

Reviewed August 2025.