**Use of Mobile Phones, Devices & Cameras Policy**

**Staff use of mobile phones and cameras**

Manor Farm has a dedicated mobile telephone, with the number available to parents/carers and staff to use in an emergency. Staff are allowed to keep their personal mobile phones on them, but they must be kept out of sight of the children during working hours and Bluetooth turned off.

**Except for:**

* a situation where it is in the interests of safety to contact a colleague or emergency services. We are a setting with an outdoor ethos and spread over a wide site therefore we have developed this policy.
* when staff are taking photographs or videos of Manor Farm children to document childrens’ progress – see below.

Staff are permitted to use the setting camera or their own mobile phone camera to take pictures & video of Manor Farm children in setting to document progress. These photos & videos must be securely downloaded onto encrypted setting devices and immediately deleted from staff phones and iCloud storage. Senior leadership will periodically check staff phones to ensure images are being deleted.

* If a member of staff needs to make an urgent personal call, they can use the office phone or make a personal call from their mobile in the designated staff room.
* Photos / video may be taken for publicity purposes and to share on our social media sites only with the prior agreement of parents/carers.

Before undertaking any intimate care, staff must hand their phone or camera enabled smartwatch onto another member of staff who is not providing the intimate care. Please also see our Intimate Care Policy.