

Caban Y Faenol CYF

Policy of use of Mobile Phones for Staff

Objective

Provide guidelines for staff, for the benefit of their personal health and safety, and also to control misuse of equipment during working hours.

Guidelines –

- Personal mobile phones should not be used during working hours, unless there is an emergency.
- Caban Y Faenol's landline phone number and mobile phone number may be used as an emergency contact number.
- Personal mobile phones should be kept in bags in the storeroom.
- When a mobile phone has to be used to make a personal, emergency call, the call should be kept brief.
- The use of personal mobile phone is permitted during break time but should not be used within sight of the children, preferably in the storeroom or break area.

The Legal Aspect

Under Section 1 of the 1998 Malicious Communication Act, it is illegal to send a suspicious, indecent or threatening message to any individual, through a written or electronically method.

It is also illegal to send a message through a phone call.

The sanction for such action is a maximum of 6 months imprisonment, and/or a fine of up to £5000.

Further, if a message threatens violence against the victim, a punishment of up to 5 years imprisonment can be imposed. If it is a racist message, the punishment can be up to 7 years imprisonment.

The setting will manage the use of mobile devices by keeping to the measures outlined in the Mobile Devices guidelines.

The setting will ensure:

- that there are areas in which no mobile devices are permitted, e.g. sleeping/ relaxing areas and changing rooms / bathrooms, and that sufficient signage is displayed.
- that mobile devices do not interfere or disrupt activities unnecessarily or unsafely.
- that all service users agree to the acceptable use and management of mobile devices.
- that clear expectations and agreements are in place regarding when and where mobile devices may be used.

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- that adults, including all parents/ carers, visitors and contractors, are informed that they should not use their mobile devices in areas where their use is not permitted.
- that parents/ carers who photograph/ record their children in special events, support the cylch in keeping children safe. We ask that all parents/ carers respect the rights of other parents/ carers when photographing or videoing their child in a group event; parents/ carers should not share images/videos of any of the other children publicly on social media without the permission of other parents/ carers of children featured in the image(s)/ video(s).

Mobile work devices

The setting will:

- clearly label work mobile devices as belonging to the setting.
- promote the use of specific work mobile devices as:
 - effective communication resource to send and receive emails, text messages and phone calls.
 - an essential component of the emergency kit which is taken out on short trips and other journeys.
 - a backup resource should the building's phone not be working, or if contact needs to be made outside of Caban Y Faenol's operating hours.
 - the designated device for taking photos and/ or videos of children outside of the setting.
- put effective procedures in place to guard against possible misuse.
- ensure that only authorised individuals have access to mobile devices belonging to the workplace.
- secure the device with a password and store it safely when not in use.
- prohibit the making of personal phone calls on a work mobile device, unless under agreed circumstances, for example, in an emergency. We will keep a record of every communication of this type.
- ensure that any personal and business use is kept separate if it is not possible to use a separate mobile device for work purposes.
- ensure that any practitioners who drive on behalf of the setting switch off any mobile work and/or personal devices when driving. When driving on behalf of the setting, neither practitioners nor their managers will make or receive phone calls, text messages or use any other options available on a mobile phone. This is also relevant to wireless and hands-free connections, which may distract the driver.

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Personal mobile devices

The setting does not recommend that practitioners use any personal digital mobile devices inside the setting, but we acknowledge that there will be times when they will have to use a personal mobile device (e.g. mobile phone) on off-site trips, or when there is a need for emergency contact. Practitioners are expected to keep their use within acceptable boundaries and ask for prior permission from the **Leader/Registered Person/Responsible Individual/Chairman**.

The setting will:

- restrict the use of personal mobile devices to specific times and places, e.g. the practitioners-only area, unless other arrangements have been made beforehand in exceptional circumstances. We will inform all adults coming into the provision of this and ensure their cooperation.
- ensure that all service users agreed to acceptable use and management of mobile devices.
- ensure that all practitioners understand that they are responsible for personal mobile devices which are left in the storage area. If a practitioner stores a personal mobile device, it is recommended that it be protected by a security code as well as a password, and that it is insured. The setting cannot accept any responsibility for loss and/ or damage.
- reserve the right to examine the use made of every mobile device, and the person responsible for child safeguarding has the right to withdraw or restrict authorisation to use them at any time, if necessary.
- ensure that practitioners do not use their personal mobile devices to contact children and/ or their parents/ carers unless in an emergency.
- inform everybody bringing personal mobile devices into the setting that they are expected to ensure that there is nothing illegal or inappropriate on their devices.