



Staff Phones Policy

- Employees should only use the company phones to take pictures/videos for the children's development.
- Employees must use the phones to make calls for emergencies only.

Data Protection and Security

- All T&D Childcare devices are managed by an appointed person/s. Do not try to manage your staff device yourself via iTunes or any other management software.
- Do not set up your personal email address on this device.
- You must not jailbreak your device, or otherwise hack, or tamper with it.
- Your iPhone device must be in a protective case at all times.
- Handle your device with care and respect. Do not throw, damage, place heavy items on, or intentionally drop your device.
- Only approved cleaning materials can be used to clean your device, such as laptop or tablet sprays and cloths.
- Do not keep, or leave your iPhone unattended in vehicles.
- Keep your iPhone safe and secure at all times. You should know where your iPhone is at all times.
- Ensure your battery is charged, and ready for use each and every morning.
- If your device becomes lost or stolen, report it to as a matter of urgency.
- If your device has become damaged, report it to a Director, and hand over the device to them.
- You must not carry out repairs on any T&D Childcare-owned device.
- You must not solicit any individual or company to repair a T&D Childcare device on your behalf.

Safeguarding and E-Safety

Do not tamper with the iPhone devices belonging to other members of staff or yourself. Anyone found trying to access another staff member's device or associated content will be subject to disciplinary action.

- If an iPhone is found, return it immediately.
- As with all other T&S Childcare devices, outlined within our Safeguarding policies, you are strictly forbidden from using your device to create, store, access, view, download, distribute, send, and upload inappropriate content or materials.
- You are forbidden from utilising your iPhone to partake in illegal activities of any kind



- Do not use your iPhone to post images, movies, or audio to a public facing part of the internet, without the express permission of a director.
- Your iPhone and any content are subject to routine and ad-hoc monitoring by T&D Childcare directors. You must hand over your device upon request by either Tracey or Danny Hommell.
- You must ensure compliance with the E-Safety policy when using your iPhone.
- Your iPhone is not permitted for personal use. It has been provided for work-related use only.
- All T&D Childcare iPhones have been restricted so you can only access the We-transfer website for photo & video converting. (All other websites have been blocked)

Any failure to adhere to you're the above rules could lead to a disciplinary offence.