

USE OF MOBILE PHONES & CAMERAS POLICY

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras in the setting.

Personal mobile phones

- Personal mobile phones belonging to staff and volunteers are not used on the premises during working hours.
- At the beginning of each staff's individual shift, personal mobile phones are stored in their locker or a locked drawer.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the Manager.
- Staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- If members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them
- Staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos

- Staff and volunteers must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the Manager in the setting.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form).
- Images of the children or child are not put on the website or facebook or instagram page unless written permission has been sort from the parents. The child will not be identified by name.

Reviewed April 2020