

## Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.



## 1.6 Use of Mobile Phones and Cameras

### Policy statement

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. This limits the use of personal mobile phones and / or cameras in the presence of the children, both within the setting's premises and when on outings.

### Procedures

#### *Personal Mobile Phones*

- All staff, parents, visitors, students and volunteers are made aware of our policy with regard to the use of personal mobile phones and cameras.
- We display no-mobile phone signs.
- Personal mobile phones belonging to members of staff are not used in the children's presence during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in lockers / cloakroom.
- In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the management.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency. Staff may leave personal phones in office if expecting an urgent call, and management will notify them when call is received.
- If a staff member needs to make a call for a personal emergency, they are able to use the setting's phone.
- Staff are not permitted to make or answer non-urgent calls during working hours.
- If members of staff 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.
- Members of staff will not use their personal mobile phones for taking photographs of children at any time.
- The Manager or Deputy reserves the right to check the image contents of a staff member's mobile phone, should there be any cause for concern over the appropriate use thereof. Any

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inappropriate material found will be reported to the Local Authority Designated Officer (LADO), and they will guide any further action.

- Work mobile phones are permitted to be used by the management for work related issues only, within the pre-school. Where possible, the management will remove themselves from the children's presence before answering the work mobile phone, and in all instances, will only answer the phone for pre-school related issues. These work mobile phones are subject to scrutiny by the management committee at any time.
- Parents and visitors are not permitted to use their mobile phones whilst on the premises in the presence of the children. If a parent or visitor needs to make or take a call, they must either do so in the office with the manager's permission or exit the setting to make the call. There is 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*

- Members of staff 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.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting manager.
- 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 there is written permission to do so (found on the individual child's Registration Form).
- Cameras will be secured at the end of each day.
- Images on the camera will be downloaded regularly by the Manager or designated senior member of staff.
- Images will be stored on an encrypted drive and will be deleted at the end of each school year. Printed photographs will be distributed to key carers to put in the children's learning journals, or for display in the pre-school room.

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This policy was adopted at a meeting of Castle Hill Pre-School  
Held on \_\_\_\_\_  
Date to be reviewed \_\_\_\_\_  
Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) \_\_\_\_\_

