

Use of mobile phones and devices with 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.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on premises during working hours.
- In the event of an emergency, personal mobile phones may be used in the privacy of the staff room/ office.
- 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.
- 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 on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. 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.

Devices with cameras and videoing software

- Members of staff must not bring their own cameras or video recorders into the setting
- Parents will sign permissions for their children to be photographed/recorded as part of their registration process.
- 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
- Before special events † will remind parents that images and recordings taken should not be placed on social media and are for personal use only.
- Photographs and recordings of children are only taken with; permission from parents and for learning or celebratory purposes.

Policy: Mobiles, & devices with Cameras

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