



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.

Procedures

Personal Mobile Phones

- At the beginning of each individual's session, personal mobile phones are stored in the office – away from areas where children are present
- Personal mobile phones belonging to members of staff are only used on the premises during working hours in an area where no children are in attendance with permission from the Supervisor.
- 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 when supervising children as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings, unless specifically requested by a parent of a child.
- Parents and visitors are requested not to use their mobile phones whilst in areas where children are present. 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.
- At special events where parents request permission to photograph or record their own children a notice will be displayed advising of this and giving the option of speaking to a member of staff if this is unacceptable.
- 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).

