

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

- Personal mobile phones belonging to members of staff are not used in the classroom during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in the office.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the manager.
- Mobile phones may be checked during breaks but they must remain in the 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 remain in their bag or pocket and they must not make or receive personal calls or messages.
- Members of staff will not use their personal mobile phones for taking photographs of children in Pre-school or 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.

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 on Pre-School devices and for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Camera and video use is monitored by the setting manager.
- Where parents are given permission to photograph or record their own children at special events, a announcement will be made at the start of the event reminding parents not to upload pictures with other children in it to social media.
- 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).

