

Use of Mobile Phones and Cameras Policy



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 shift, personal mobile phones are stored on the kitchen hatch in a box.
- 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.
- Our 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 our 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.
- Our 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

- Our 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.

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- Photographs or recordings of children are only taken on equipment belonging to the setting.
- No photographs are to be added to any social media sites. Extra care is necessary.
- Filming and photographs are **permitted** at special events including sports' days and nativity plays, but Parents are advised that these photos are for their own personal use and must not be posted onto any social media websites such as Facebook.

Date of Policy:	May 2018
Date to be reviewed:	May 2020
Signed by the Manager:	
Signed by the Committee:	
Name of signatory:	
Role of signatory:	