

## 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.

### Procedures

#### *Mobile phones*

- Staff and volunteers are allowed to bring in personal mobile telephones to the setting. They must ensure there is no inappropriate or illegal content on the device.
- Staff and volunteers should ensure that their mobile phones are left in a basket in the kitchen area, so that they are visible to all staff. This includes the pre-school mobile phone. The personal mobile phones may be switched on but must remain unobtrusive. On outings staff mobile phones are kept in the Pre-School rucksack and left with another member of staff when on toilet duty.
- Personal mobile phone calls may only be taken or made with the agreement of the setting Manager.
- It is the responsibility of all members of staff to be vigilant and report any concerns (or non-compliance) to the Manager.
- Concerns will be taken seriously, logged and investigated appropriately (see “Allegations against staff” further on in this policy)
- The Manager reserves the right to check the image contents of a member of staff’s or volunteer’s mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member’s dismissal. The Committee Chair will also be informed.
- If there are any concerns about the Pre-School Manager, the member of staff with those concerns will contact LADO directly.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings, or in the setting.
- Parents are requested not to use their mobile phones whilst on the premises. Visitors will be advised of a quiet space where they can use their mobile phone and there are no children present.

*Cameras and photos*

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Upon registration at the setting, parents/carers sign consent for photographs to be taken for use in the child's development profiles, for display in the setting, for use on the Crick Pre-School website and in other advertising material. If permission is not given we will respect their wishes.
- Parents also have to agree at registration that any photos or videos (of children other than your own) taken at any special events e.g. May Day or the Christmas performance are for personal use only and should not be put on the internet including any social networking sites.
- Photographs are distributed to members of staff (key workers) for use in the children's development profiles. Permission is also sought for the key person to take the children's profiles home to update.
- Only the designated setting camera is to be used to take such photographs as referred to above.
- Members of staff must not bring their own cameras or video recorders into the setting.
- Images taken on the setting camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress. Under no circumstances must cameras of any kind be taken into the toilets.
- All staff are responsible for the location and storage of the camera; this should be placed in the kitchen area when not in use.
- The camera must be locked away in the cupboard at the end of every session.

Images taken and stored on the camera are downloaded (to the setting laptop, which is password protected) as soon as possible, ideally once a week. Once downloaded, the images are deleted from the camera.

This policy was adopted at a meeting of	Crick Pre-School
Held on	<u>3<sup>rd</sup> December 2014</u>
Date to be reviewed	<u>November 2015</u>
Signed on behalf of the management committee	<u></u>
Name of signatory	<u>Helen Ross</u>
Role of signatory (e.g. chair/owner)	<u>Chair</u>