

## **Safeguarding and Welfare Requirement: Child Protection**

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

### **1.6 Use of mobile phones and cameras**

#### **Policy statement**

New Life Pre-School and Nursery 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 staff and volunteers are not used in the setting during working hours, (they can be used on breaks in the staff room where staff are away from the children).
- At the beginning of each individual's shift, personal mobile phones are stored in a locked drawer
- In the event of an emergency and with permission personal mobile phones may be used in privacy, in the staff room away from children.
- 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 a designated member of staff or volunteer takes the setting's mobile phone on an outing, for use in the case of an emergency, they must not make or receive personal calls as this will distract them (this phone has no internet or camera).
- 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 in the staff room away from the children where they can use their mobile phone for this purpose.

##### *Cameras and videos*

- 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. And for fundraising events where the photograph may go in the paper or a magazine.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Tablet and video use is monitored by the manager.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included (included on the registration form).

- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form).

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_