

Policy Name:

Use of Mobile Phones and Cameras Policy

General 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.

Policy Date:	01 Jan 2023
Author(s):	Little Nick Nursery and Preschool
Policy Review Date:	01 Jan 2024
Review Regularity:	Annually

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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.

We also feel that restrictions need to be placed on staff when they access social networking sites. The setting has a high reputation to upkeep and comments made on sites such as 'Facebook' could have an impact on how parents using the setting view the staff.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are only used in the office/staffroom when on a break or with permission from the manager
- 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.
- 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.
- 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 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.
- 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.
- 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).

Use of Social Media and the Internet

- Staff must not post any reference to the company on any internet site. This includes the use of the company name.
- Staff must not post anything onto social networking sites such as 'Facebook' that could be construed to have any impact on the setting's reputation – see Social Networking Policy.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the setting
- If staff choose to allow parents to view their page on social networking sites then this relationship must remain professional at all times
- Please note the "Whistleblowing" section of the policies – If you see another member of staff using their phone during working hours, in front of the children please advise a senior member of staff straight away.

If any of the above points are found to be happening then the member of staff involved will face disciplinary action, which could result in dismissal.