

Use of Mobile Phones and Cameras

Policy statement

We take steps to ensure 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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners	3.4 The wider context	

Procedures

Mobile phones – Children

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in our designated box in the kitchen until the parent collects them at the end of the session.

Mobile Phones - Staff and Visitors

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- At the beginning of each session, mobile phones are stored in a box in the kitchen, or they are put away in the staff members bag.
- In the event of an emergency, mobile phones may be used with the permission from the Supervisor.
- 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.
- When on an outing, i.e. to computers or the library, the staff member only takes our spare mobile phone belonging to the setting.
- If members of staff take their own mobile phones on outings (i.e. day outings), they are for emergency use only and must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones to take photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. There is an exception if a visitors 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.
- These rules also apply to the use of work-issued mobiles, and when visiting or supporting staff in other settings.

Cameras and Videos

- Members of staff must not bring their own cameras or video recorders into the settings.
- 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, with permission from the parent/carer (child record form).
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the Supervisor.

- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

This policy was adopted at a meeting of The Little Acorns Pre-school

Held on (date):

Signed on behalf of the pre-school _____

Name of Signatory _____

Role of Signatory _____