



### **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**

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*

- Personal mobile phones belonging to our staff and volunteers are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in a locked drawer.
- 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.

#### *Preschool Mobile Phones*

- The mobile phone should be handed to the Manager at the end of every day. It should then be put on charge and locked away in the office filing cabinet. The key for the filing cabinet is kept by the manager and a second key with the assistant manager.
- The mobile phone must not go home with any members of staff at any time.
- Photos of children must not be taken on the Preschool mobile phone.
- In the event that it should go missing again, the phone and sim card are to be blocked by the provider immediately.
- During academic holidays the Preschool mobile phone will be given to senior management to be able to stay in contact with parents if needs be.

#### *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.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by our manager in the setting].
- 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 parents provide written permission to do so found on the individual child's Registration Form.



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This policy was adopted by	Be Happy Preschool	<i>(name of provider)</i>
On	<u>07/03/2016</u>	<i>(date)</i>
Date reviewed	<u>05/02/2019</u>	<i>(date)</i>
Signed on behalf of the provider	Joanne Poole	
Name of signatory	<u>Joanne Poole</u>	
Role of signatory (e.g. chair, director or owner)	<u>Manager</u>	