



2.a Use of mobile phones and cameras

Policy statement

We implement effective procedures 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 members of staff are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are placed on the kitchen windowsill.
- In the event of a personal emergency, mobile phones may be used in the privacy of the kitchen, with permission from the manager.
- Members of staff make known the landline telephone number of the setting to immediate family and other people who may need to contact them in an emergency.
- If members of staff take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls or texts.
- Members of staff will not use their personal mobile phones for taking photographs of children.
- Parents staying to settle their children and visitors will be required to store their mobile phones on the kitchen windowsill for the duration of their visit. 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. In this case, the visitor may use their mobile phone in a quiet place, away from all children and return the phone to the kitchen windowsill after use.

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 special events take place for example sports day or the nativity play, parents will be reminded that any photos or recordings should be kept private and not shared, especially via social media.
- 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).

This policy was adopted at a meeting of

Peter Pan Pre-school

Held on

14th November 2013 (date)

Date to be reviewed

(date)

Signed on behalf of the management
committee

Name of signatory

Suzanne Fowler

Role of signatory

Chair