

Mobile phones

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 electrical devices 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 lockers or locked away in the staff room. Mobile phones cannot be left out, unsupervised on charge.
- 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 whilst in our care.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

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/ room supervisors.

Safeguarding and Welfare Requirement: Child Protection

- We do not allow parents to take their own photographs, however, the nursery will take photographs/videos and gain permission from all parents/carers to display or upload onto our website.
- 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).

Settings Facebook page

- The setting's facebook/blog is published in a public domain. This is used to share and network information to parents, carers and nurseries.
- All parents need to give permission for their child's photograph to be on the website. Parent's sign in the registration pack and additional forms can be provided if necessary. Photographs can be sent to parents in advance if they wish it and also can be removed. Parents can choose to follow the blog so that they receive regular updates direct to their email.
- The blog/facebook is managed and policed by settings management. Supervisors must ensure that all photographs are checked for suitability before sending to be posted.
- Employees must not tamper, edit or try to access the editing package for the blog or website, this potentially could lead to disciplinary action being taken.

This policy was adopted at a meeting of Little Lambs Pre-School held on 10th February 2017.....

Signed by.....Position.....

Name.....Review date.....