

Mobile Phone/Camera Policy

Statement of intent

It is our intention to protect all children and staff within our setting from the misuse of mobile phones with regard to photographs.

Aim:

To ensure that our setting operates a strict mobile phone/camera policy that all staff, parents and visitors adhere to.

Method:

Mobile Phones:

1. Mobile phones must not be used within setting as a photographic device under any circumstances, by any staff members.
2. Parents must seek permission from a Supervisor before taking any photographs within setting and must only photograph their own child/children.
3. Staff and other adults attending the setting must hand their mobile phones to a manager, who will place them in a locked box. The only exception to this rule are adults who are simply entering the setting to collect or drop off a child or parent/carers on introductory visits. Only a member of the management team will have access to this box during opening hours and the box must remain on a high shelf within the setting, in full view of all staff.
4. Access to phones is only permitted if absolutely necessary and must always take place in a separate room away from the children.

Procedure:

All staff, students, volunteers and visitors must place their phone in the locked box during session time, and anyone who enters the setting after a session has begun, must hand their phone to a manager

Anyone leaving the setting during session time will have their phone handed to them by a manager as they exit the setting.

Anyone attending the setting for a full day may check their phone during our lunchtime period, but this must be done in a separate room away from the children. The same rule applies regarding any personal calls or texts that a manager has given permission for, that occur outside of the lunchtime period.

Any parents, carers or visitors using their phone in setting will be confronted and asked not to do so.

Cameras:

1. Staff must only use the cameras and tablets provided to photograph our children, no other devices are to be used.
2. These cameras and tablets may only be removed from setting by a member of the management team for updating (tablets) or for photographic purposes, i.e. printing for displays in setting or updating our website pictures.
3. After printing photographs must be deleted from all cameras (and laptops used for printing purposes), but can remain on tablets for the sole purpose of online observations.
4. During events such as plays, concerts, etc, parents may take photographs and videos of the children providing prior consent has been obtained from all parents.
5. However parents must place **NO** images of children, other than their own child/children on any form of websites or social networking sites such as Facebook.

Staff and volunteers are not permitted to wear Smart watches that have a built in camera in setting. Anyone wearing one of these devices will be asked to remove it and a manager will place it in the locked box alongside the mobile phones, to be collected at the end of the session/visit.

Version	Changes made	Author	Date
1.0	Baseline version	Lyn D	31 st Dec 2015
1.1	Reworded to incorporate the risk of using tablets in setting to record children's photos for the purpose of online observations	Lyn D	9 th Aug 2016
1.2	Mobile phones 3) Relocation of phones whilst in setting in line with Safeguarding procedures	Lyn D	15 th Nov 2016
1.3	Mobile phones 3) change of wording from 'cupboard' to 'box'. Added paragraph relating to mobile phone procedures.	Lyn D	16 th Nov 2017
1.4	Added paragraph relating to Smart watches	Lyn D	10 th Jan 2018
1.5	Reference to room 4 removed from procedure as no longer have access to this room	Lyn	17 th Oct 2019

