

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.

Use of mobile phones and cameras 1.6

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 pre-school.

Procedures

Personal mobile phones

- Personal mobile phones belonging to our practitioners and volunteers are not used on the premises during working hours.
- At the beginning of each practitioner's shift, personal mobile phones are stored in the unit allocated.
- 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.
- Under no circumstances will Practitioners use their telephones to go online during working hours.
- Our practitioners 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 practitioners 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 practitioners 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 at any time inside the pre-school; this includes drop off and collection times. All calls must be conducted outside and ended prior to entering the pre-school. When staying on the premises their telephones must be left in the designated unit until they leave the premises.

Cameras and videos

- Our practitioners and volunteers must not bring their own cameras or video recorders into the pre-school.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the pre-school.
- Photographs or recordings of children are only taken on equipment belonging to the pre-school.
- Camera and video use is monitored by the supervisor when used within the pre-school.
- Parents may photograph or record their own children at special events, subject to all parents written permission to do so; this is located on the individual child's Registration Form. In the event that parents make the request that their child not be included in the filming or photography, all parents will be made away of the restrictions prior to the event.
- Parents must be mindful when uploading photographs and recordings on social media; we request you only place photographs/recordings of your own child. If other children are present you must gain written permission from the individual families. The pre-school can accept no responsibility for misuse on Social media.

Policy adopted on

1/6/15

Amended on 28/12/15

Signed on behalf of Bagshot Pre-school **Susan Michel**

Role within the pre-school

Manager