

## **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, cameras and smart watches**

#### **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, cameras and smart watches in the setting.

#### **Procedures**

##### *Personal Mobile Phones*

- Personal mobile phones belonging to members of staff are **not** used on the premises during working hours. All visitors should declare this on arrival. Signs are around the setting.
- At the beginning of each individual's shift, personal mobile phones are stored in bags in the office.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, with permission from the manager.
- Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency for example school/doctors etc. **This is the individuals responsibility to make others aware of our setting's number.** Staff also need to ensure the manager has up to date contact information for themselves.
- Any cases where staff use their mobile phones, will be recorded and given to the chairs of the committee to deal with the consequence.
- Report any concerns. They will be logged and investigated appropriately (under the allegations against staff in safeguarding policy). The Manager or DSL reserves the right to check the image contents of a member of staffs mobile phone/device should there be any cause for concern over the appropriate use of it. Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member's disciplinary action.
- 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 as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings or for taking photos of setting's documents. They must also not contact parents using own personal devices.
- Parents and visitors are requested not to use their mobile phones whilst on the premises and all staff members should remind parents of this. There are signs around the setting which says mobile phone use is not permitted. If it is believed that a picture or video has been taken on a parent's mobile phone, then you must inform the manager/DSL immediately. There is an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout

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the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

### *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 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. They are also reminded that this is not to go onto 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).

### *Smart watches*

- Staff must not wear 'smart' watches at work. They must be treated the same as staff mobile phones and locked in the office during working hours.

This policy was adopted at a meeting of	Downton Community Preschool	<i>(name of provider)</i>
Held on	September 2019	<i>(date)</i>
Date to be reviewed	September 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Sarah Nutbeam and Lucy Babb	
Role of signatory (e.g. chair, director or owner)	Co-Chairs	