



## Use of mobile phones and cameras

### 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 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 the office.
- 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 / owner / senior on duty.
- 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.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout 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*

- Our staff and volunteers must not bring their own cameras or video recorders into the setting unless authorised to do so by management for valid reasons such as using a professional camera for school photos for parents.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, for displays within the setting or promotional reasons such as Facebook and Instagram.
- The directors and management only have access to the Pre-School Facebook and Instagram accounts. Photos will only be put on these sites with parental permission gained first.
- Camera and video use is monitored by our 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.
- **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).**
- **Staff are not permitted to use the setting mobile phone to access any personal social media sites and only management will access the Pre-School social media.**

This policy was adopted by Little Squirts Preschool on 9<sup>th</sup> April 2021 (review date April 2022)

Signed.....

Name.....

Role.....