

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.

Parc Eglos Nursery: 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 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 a locked cupboard or the office.
- In the event of an emergency, personal mobile phones may be used in privacy in the office, where there are no children present, with permission from the **Manager, Wrap Around Leader or Nursery Teacher**.
- 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 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/texts/emails 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 and staff members will challenge any person they see doing so. 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.
- 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 Nursery Teacher and Lead TA, using only Nursery cameras and recording equipment. Photographs are saved to a memory stick which is kept in the office.

- Where parents may want to photograph or record their own children at special events, permission is gained from parents for their children to be included by way of their registration document.
- 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).

This policy was adopted by	Parc Eglos Nursery
On	<u>9th December 2013</u> (date)
Reviewed on:	<u>January 2017</u> (date)
Next review due by:	<u>January 2018</u>
Signed on behalf of the provider	<u>Parc Eglos Nursery</u>
Name of signatory	<u>Mr Marc Talbot</u>
Role of signatory (e.g. chair, director or owner)	<u>Chair of Governors</u>