

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.

1.2a Use of mobile phones and cameras

Policy statement

At Pear Tree nursery 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 members of staff are not used in the rooms under any circumstances.
- The usage of mobile phones by staff members must only be used when on a break or whilst on office time and should have been authorised beforehand. They must be used in the office, staffroom or parents room only.
- At the beginning of each individual's shift, personal mobile phones are stored in lockers. If no lockers are available, they are offered the use of a locked cabinet in the office, or in pigeon holes.
- 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.
- 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. They must also not take any photographs of the children, even if such cases the ipad is forgotten.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. There is a no mobile phone sign on the front door, and any parents seen using their mobile will be asked to put it away, or take their call outside.
- There is 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

- 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.
- If we allow our own cameras to be taken home for children to use, then it must be sent with an empty memory card.
- 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 & Image consent form).
- Photographs of the children will only be put onto the settings Facebook page if we have written permission from the main parent/carer.
- Staff are not allowed to take home I pads or cameras to upload pictures onto Tapestry.
- Children are encouraged not to bring in equipment from home that contains a camera. If they do then this is put to the side until home time to prevent photos being taken of peers.

This policy was adopted at a meeting of	Pear tree Nursery	<i>(name of provider)</i>
Held on	9.8.18	<i>(date)</i>
Date to be reviewed	9.8.19	<i>(date)</i>
Signed on behalf of the provider	_____	
Name of signatory	_____	
Role of signatory (e.g. chair, director or owner)	_____	