

## **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.

### **Child Protection**



## **1.6 Use of mobile phones and cameras**

### **Policy statement**

At Hungry Caterpillars 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 stored securely and not used on the premises during working hours.**

- At the beginning of each individual's shift, personal mobile phones must be handed in to the manager/deputy manager and stored in a locked cabinet/box/drawer in the manager's office.
- Staff must sign their phone in and out each day.
- Staff can book their phone out for lunch breaks, however phones must only be used in the designated staff areas.

**Failure of staff to follow this procedure will result in disciplinary action and must be reported to the nursery manager and area manager**

- The only staff members who are authorised to carry a mobile phone whilst in nursery are Olivia, Tim, Justine and Chris.
- 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, it must be a designated mobile phone and all other staff must not have their phones on them. No personnel calls can be made or received during the outing as this will distract from the children.
- Members of staff must not use their personal mobile phones for taking photographs of children on outings, the nursery camera must be used.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Staff must be vigilant in monitoring mobile phone use by others.

#### *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 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 there is written permission to do so (found on the individual child's Registration Form).
- If photos are to be used for promotional purposes such as leaflets/website, then written permission will be sought from parents prior to use.
- All photographs taken at nursery are stored on the office computer.
- No photographs taken at nursery can be stored on a USB or other memory device.
- All photographs taken at nursery must be downloaded onto the office computer and deleted from the camera the same day as the photos are taken.
- All staff taking photographs at nursery must ensure that they protect themselves by ensuring another staff member is present.
- Cameras and other photographic media (such as mobile phones) must not be taken into the bathroom or changing areas.

#### External Photographers

All photographers visiting the nursery must be vetted and approved by head office. Once they are on the approved list then you can book them as and when you wish. The vetting procedure includes the following:-

- Proof of CRB for any photographer attending the nursery.
- Copy of the company vetting procedure
- Copy of the company photograph storage policy and procedure
- Reference from another customer using the company.