

General Welfare Requirement: Safeguarding and Promoting Children’s Welfare

The provider must take necessary steps to safeguard and promote the welfare of children.



PRE-SCHOOL Safeguarding children

1.6 Use of mobile phones and cameras/ICT

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	4.4 Personal, social and emotional development

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 members of staff are **not** used on the premises during working hours.
- At the beginning of each individual’s shift, personal mobile phones are stored in the kitchen in a labelled box. Phones should be left there for the duration of the shift and not be checked for texts etc...
- In the event of an **emergency**, personal mobile phones may be used in the privacy of the kitchen with permission of the leader but the first port of call for any emergency should be the setting’s number and all staff should ensure family and children’s schools etc have this number.
- 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 in the setting.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. 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 mobile ‘phone

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usage only being allowed in the kitchen where there are no children present. Signs displaying 'no mobile 'phones are on the outside of the building and on the hatch.

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.
- 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).
- The setting asks for written consent from the parents for use of children's photos on the Pre-School website and Facebook page.
- The setting's laptop is only used by the Leader and it is password protected.