



Safeguarding and Welfare Requirement: Child Protection

1.6 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 members of staff are not used on premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in a locked cupboard.
- In the event of an emergency, personal mobile phones may be used in private with permission from the designated child protection officer. The date of use is logged in the phone log book and brought to the attention of the owner as soon as possible.
- 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.
- Members of staff 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.



Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- Staff who are students and require to record and observe specific children with parental permission may use own camera with manager's permission.
- 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
- During special events such as Christmas play, graduation etc, parents are able to take photos and recordings for their own use and this images must not be displayed on social networks. Parents are given an opportunity to withdraw their children from the event if they do not wish to be photographed.
- 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)

This policy was adopted at a staff meeting of Orpington Montessori Preschool in November 2018.

On behalf of Orpington Montessori – Cima Shahroudi

Role – Group Manager

Date of Review: October/November 2019 or earlier if required.