

Coniston Early Years Centre Policy Document

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.



High Quality Care for All Children
A Firm Foundation for Education

1.5 Use of mobile phones and cameras

Policy Statement.

Coniston Early Years Centre takes steps to ensure 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 used on the premises during staff breaks only when they are in the office and where they do not have access to children. The only exception to this will be in an extreme emergency and must be agreed with a member of the senior leadership team. The setting does have a separate mobile phone for use on outings etc and so the need to use a personal mobile should only happen on very rare occasions.
- At the beginning of each individual's shift staff are required to store their mobile phone in their designated cubby in the staff room. These cubbies can only be accessed by staff when on a break and are in a place that prevents unauthorised access by visitors to the setting and so staff phones and other belongings are deemed to be safe in this area.
- In the event of an emergency, personal mobile phones may be used with the manager's permission.
- Members of staff are asked to ensure that the pre-school mobile/landline phone number for the setting is known to their immediate family and other people who may 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, this must be agreed in advance with the manager. They must not make or receive personal calls as this will distract them from caring for their group of children.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings, the pre-school iPads should be taken and used for this purpose.

- Parents and visitors are requested not to use mobile phones whilst on the premises and staff are aware of the need to ask for and remove mobile phones and cameras from all visitors to the setting, these remain in the office during the visit and are returned to parents/visitors when they leave. The only exception to this rule would be a visitor whose 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, unless permission has been given by the manager or deputy. Any images taken on personal cameras will be downloaded the same day and then deleted from the camera's memory card before the camera is removed from the premises.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within and for the setting.
- Photographs and recordings of children are only taken on equipment belonging to the pre-school, unless special permission has been given as stated above.
- Camera and video use is monitored by the setting manager and deputy.
- 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 if there is written permission to do so permissions for this are held on Arbor.
- Photos are kept only for the time the child is attending the setting.

Reviewed by

ManagerSarah Trussell..... Date18.2.26.....

StaffStaff Meeting..... Date23.4.24.....

TrusteesTrustee Meeting Date25.4.24.....

Record of personal camera use within Coniston Early Years Centre.

Date photos taken Owner of camera

Reason for use of personal camera

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Number of photos taken downloaded to device

Deleted from camera by

Witnessed by

Date photos taken Owner of camera

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.....

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