



Safeguarding and Welfare Requirement: Child protection

Providers must have and implement a policy, and procedures, to safeguard children.

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 put in a designated place.
- In the event of an emergency, personal mobile phones may be used in the privacy outside of the nursery setting 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.
- Members of staff will not use their personal mobile phones for taking photographs of children.
- 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.
- The nursery office mobile phone can be used by the principal on the nursery premises.

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 terms and conditions).
- Photographs taken to record a child's learning and development must not have other children on the background.
- Photographs will be stored on a memory stick and images printed using the nursery printer or commercial printer, e.g. 'Boots' or 'Tesco'. Only the principal, the manager and the deputy managers are authorised to take the memory sticks out for printing photographs.
- The principal is authorised to take memory cards to the office in order to make materials for use within the setting, e.g. coat peg labels or visual time table. No images are stored on personal home PCs.

This policy was adopted by Rebecca Jordan for Bisley Montessori Nursery School

Position: Owner

Signature: _____

Date: Correct as of September 2020