



# Use of mobile phones and photographic images policy

This policy was adopted by the Kingswood Pre-School Group on 14/11/2018

Policy review date: 14/11/2020

Signed:----- Date:-----

(Hayley Roberts – Chairperson of Kingswood Pre-School Group)

## **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.

### **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.

### **EYFS key themes and commitments**

Introduction – 3.1, 3.2, 3.3

Child protection – 3.4, 3.6

Suitable people – 3.9

Staff:child ratios – 3.28

### **Procedures**

#### Personal mobile phones

- Personal mobile phones belonging to members of staff are not to be used on the premises during working hours.
- Personal mobile phones should be switched off and kept in a box in the kitchen.
- In the event of an emergency, personal mobile phones may be used in the kitchen area only, with permission of the manager.
- Members of staff should ensure that the Kingswood Preschool mobile and landline number is known to immediate family and other people who need to contact them in an emergency.
- Members of staff may take personal mobile phones with them on outings to use in an emergency. They should not make or receive personal calls, and they will not use their mobile devices to take photographs of children.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. Phones are to be handed in to staff on arrival at the setting and stored securely with the staff phones. In emergency, they will be requested to make or receive a call in the kitchen area only.

#### 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.
- Photographs of children may be used for promotion on the Kingswood Preschool website, ONLY with signed permission by the parent.
- No videos or photos of children or staff taken on mobile devices during events should be used or shared by parents on any social media platform without the express permission of

the Manager and/or Chairperson of Kingswood Preschool