

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.

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

- At the beginning of each individual's shift, personal mobile phones are disclosed and placed in a visible place, on the kitchen hatch. In the event of an emergency, personal mobile phones may be used with permission from the manager in some areas of the building, but not in a space where children are present.
- 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. 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 asked to disclose their phone and place them in the designated area and are advised of a quiet space where they can use their mobile phone where there are no children present.

Cameras and videos

- Members of staff do 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)

- In the event of a photographer coming into the setting, parents are made aware of this and children are not photographed in this manner without parental consent.
- Parents are asked whether they consent for the photographer to keep images for marketing purposes.

This policy was adopted at a meeting of	Chiddingfold Village Nursery	(name of provider)
Held in	February 2013	(date)
Date to be reviewed	February 2014	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	Nicola Mollet & Jo Price	
Role of signatory (e.g. chair/owner)	Co - Chair	
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