

## **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**

All personal mobile phones are stored in a locked box in the office while children are on the premises. In the event of an emergency, personal mobile phones may be used ONLY in the administrative office with permission from the Head of Nursery.

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.

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. If they bring them into the Nursery they are required to leave them in the locked box in the office.

An exception is, if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day, the visitor will be advised to use their phone in the administrative office where there are no children present.

#### **Cameras and Videos**

Members of staff, parents and visitors must not bring their own cameras or video recorders into the setting.

Photographs and recordings of children are only taken for valid reasons, ie 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.

Photographs and recordings of children are only taken if there is written permission to do so (permission would be found on the individual child's registration form).

Parents may not take photos or video on the Nursery premises