

Mayday Playschool

Safeguarding Child Protection Policy

Use of mobile phones and cameras & other electronic devices

Statement of intent

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. Mayday Playschool accepts that staff will bring mobile phones into work but the following procedures will be followed.

Procedures

Personal Mobile Phones

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- At the beginning of each individual's shift, all mobile phones must be kept within staff's personal baggage which is in the cupboard.
- In the event of an emergency, personal mobile phones may be used 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.
- Staff do not take personal mobile phones or other devices 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 advised of a quiet space where they can use their mobile phone, where there are no children present.
- No photographs will be taken in the toilet areas unless the manager has agreed. Where Photographs of children washing hands (evidence of self-care in EYFS) must be only taken with two members of staff present.

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.
- Parents are made aware of photos being taken at special events by other parents, staff advise parents to seek permission from other parents.
- 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).

This policy was adopted at a meeting of Mayday Playschool

Updated 7/9/20

Signed on behalf of all members of staff (print)