

Felixstowe Nursery School

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.

Use of mobile phones and cameras

Statement

Our setting takes 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 phones belonging to members of staff are not used on the premises during working hours.
- At the start of session personal mobile phones are locked in the kitchen area in a lockable container.
- In the event of an emergency they are used in this secure private area.
- Members of staff provide their families and other persons who may need to contact them in an emergency the telephone number of the setting.
- If staff take their own personal mobiles on outings, for use in an emergency only, they will not receive or make any personal calls that may distract them.
- Staff will not use their personal mobile phones for taking photographs of the children on outings.
- Parents and visitors are informed not to use their mobile phones on the premises. There is an exception if a visitor's company /organisation operates a lone working policy that requires contact with their office periodically throughout the day, They will be advised and shown to a quiet space where they can use their mobile phone, where there are no children present when they have to use it but otherwise they will be requested it be placed in secure area.

Cameras and videos

- Members of staff must not bring in their own cameras or video recorders into the setting.
- Photographs and recordings of the children are only taken for valid reasons, i.e. to record their learning and development, or for displays use 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 settings manager
- Where parents request permission to photograph or video their own children at special events, permission will be obtained by all parents prior to the event for their child to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so which can be found on each child's individual registration form.
- Where parents request permission to photograph or record their own children at special events, general permission is gained from all parents for their children to be included. Parents are advised that they do not have a right to photograph anyone else's child or to upload photos of anyone else's children.
- If photographs of children are used for publicity purposes, parental consent must be given and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....