

## **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.

We believe our staff should be completely attentive during their hours of working to ensure all children in the nursery receive good quality care and education. This is why mobile phones are not to be used during working hours.

#### **Procedures**

##### **Personal Mobile Phones**

##### **We do not have mobile phone reception in this area.**

- Personal mobile phones belonging to members of staff are not used on premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are stored in the Managers office and must be signed in and out.
- 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.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings unless authorised by the Manager.
- 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.
- Mobiles phones can only be used on designated breaks, and then, this must only be in the Managers office and returned to the box.
- Staff must report any member of staff they believe to have taken their mobile phones into the nursery to the Nursery Manager.

- Parents must be advised that the nursery is a 'No Mobile Zone' and that they should not use their phone whilst on the premises.
- Staff must challenge any parent they see using their mobile within the nursery and request that they end their call or wait outside until they have finished.
- Each class has its own allocated tablet for Facebook updates, photos and tapestry.

## **Social Networking**

We also feel that restrictions need to be placed on staff when they access social networking sites. The nursery has a high reputation to upkeep, and comments made on sites 'Facebook' could have an impact on how parents using the nursery view the staff. The following procedures must be followed.

- Staff who choose to use social networking sites must do so in their own time.
- Staff must not refer to the fact that they work at The Valley Nursery, as this may attract attention from people targeting individuals that work with children.
- Staff must never post pictures on social networking sites of themselves that may connect themselves to the nursery i.e. wearing their uniform or on nursery premises.
- Staff must not post anything onto social networking sites that could be construed to have an impact on the nursery's reputation.
- Staff must not post anything onto social networking sites that would offend any other member of staff or parent using the nursery.
- We advise staff not to allow parents to view their page on social networking sites to ensure the relationship remains professional at all times.
- Staff must not discuss any children whether using names or not on social networking sites and must adhere to the Confidentiality Policy at all times.

## **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.
- Images taken and stored on the camera must be downloaded and deleted as soon as possible.
- 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)

I have read and understand the above policy and will ensure that I will adhere to it.

Name:

Signature: