

## **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**



#### **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*

- Personal mobile phones belonging to members of staff are not used while they are working with children.
- Mobile phones are kept with other personal belongings during working hours.
- A mobile phone number is available for parents to contact in case of emergency.
- 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. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children 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.
- Where parents request permission to photograph or record their own children at special events, we ask parents to provide detailed information and follow our setting guidelines regarding taking photographs.

- 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).

*Guideline for taking photographs*

- Person taking photographs has to be parent or main carer
- Written permission will be obtained in advance from parent/main carer
- Identification sticker will be worn whilst taking photo's
- Photographs and videos must not be posted on any social networking site.

This policy was adopted at a meeting of \_\_\_\_\_ *(name of provider)*  
Held on \_\_\_\_\_ *(date)*  
Date to be reviewed \_\_\_\_\_ *(date)*  
Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) \_\_\_\_\_