Fledglings Day Nursery

# Mobile Phones and Cameras Policy

Date Reviewed: August 2023

Review Due: August 2024

Reviewed by: Miss A West

## 1 Introduction

This policy supports aspects of the safeguarding and welfare requirements of the revised EYFS (Sept 2014) to have a policy regarding the use of mobile phones and cameras in the school/setting.

It covers steps to be taken on the use of mobile phones and cameras, in order to protect young children in the school/setting.

## 2 Aims and objectives

The aim of this policy is to make clear to all staff and parents/carers how the use of mobile phones and cameras in the school/setting will be managed and why.

The objective of this policy is for all staff to be consistent in their approach to the use of mobile phones and cameras in our school/setting in order to protect our children and keep them safe.

## 3 Mobile phones and cameras

We will take steps to ensure that there are effective procedures in place to protect children from inappropriate use of mobile phones and cameras by staff, parents/carers and visitors.

**3.1** Personal mobile phones belonging to members of staff are not to be used on the premises apart from the staff room and are to be turned off upon arrival and placed in a bag or locked staff lockers until staff leave the premises.

**3.2** If staff do not have a secure locker they will be required to turn their mobile phones off upon arrival and place their mobile phone in the office until they leave the premises.

**3.3** In the event of an emergency, mobile phones may be used with permission in the privacy of the school/setting office. Staff will ensure that the telephone number of the school/setting is known to immediate family and others who may need to contact them in an emergency.

**3.4** If staff take their mobile phones on outings/trips for use in case of an emergency, they are instructed not to use them to make or receive personal calls. Where this instruction is not adhered to, staff will be subject to disciplinary action.

**3.5** Parents/carers and visitors are requested not to use their mobile phones on the premises. This is strictly monitored by all staff who will remind parents/carers and visitors of this requirement. Where parents/carers or visitors consistently fail to adhere to this request they will be required to leave their mobile phones in the office until they leave the premises.

**3.6** Where the organisation a visitor works for operates a “lone working” policythat requires them to contact their office periodically during the day, they are allowed to use their mobile phones in the privacy of the school/setting office, or use the school’s/setting’s landline.

**3.7** Visitors may only use their mobile phone in the school office, another designated space or off-site.

**3.8** Members of staff can not bring their own camera/video/DVD recorder into the school/setting.

**3.9** Photographs and recordings of children will only be taken for valid purposes such as recording their development and participation or for displays within the school/setting.

**3.10** Camera and video use is monitored by the EYFS leader and/or the management team.

**3.11** Photographs and recordings of children will only be taken where the parents/carers have given their written permission.

## 4 Monitoring and review

This policy was agreed and implemented in August 2023 and is due for review in August 2024.

 There will be ongoing monitoring of this policy as some aspects may require amending/updating before the review date should there be any incidents which take place relating to it that give cause for concern.

**Name: Miss A West**

**Signed: A West**

**Date: August 2023**