

Safeguarding Children

Use of Mobile Phone and Photographic Equipment

Policy statement

Mobile phones play an increasing part in everyone's lives but Wellow Under Fives Pre-School believes that in order to fully ensure the protection of the children in its care, certain procedures for mobile phone use within the setting need to be abided by.

Photographs of children are often used in gathering observations of children's achievements; it is necessary to consider how these are collected, developed and stored, and how to protect against unauthorised photography within the setting, in order to ensure that children are adequately safeguarded.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other 2.2 Parents as partners	3.4 The wider context	

This Policy was adopted at a meeting of Wellow Under Fives Preschool

Held On	6 th December 2011
Date to be reviewed	December 2012
Signed on behalf of the management committee	
Name of signatory	Rob Blakemore
Role of signatory	Chairperson

Procedures

This policy applies to staff, volunteers and visitors including Parent Help

- All staff mobile phones (with the exception of the Wellow Under Fives business telephone) are to be kept in a locked box on the front desk.
- Visitors /parents may keep their phones on them, however mobiles phones must not be used in the setting and if visitors or parents want to take a call or send a text then they can do so in a place where there are no children.
- With the exception of the Wellow Under Fives business telephone, no mobile phones are to be used in the setting.
- Personal calls should be avoided during working hours. Where it is necessary for staff to make a personal call they should, (with the agreement of the Manager), remove themselves from the setting to make the call.
- Staff should ensure that next of kin are given the Wellow Under Fives business telephone number in case the staff member needs to be contacted in an emergency during session hours.
- Under no circumstances should camera or video functions on mobile phones be used whilst in the setting. Any person in the setting found using a camera or video without prior authorisation will immediately be asked to desist, and if they do not do so, will be asked to leave the setting.
- Any member of staff being found using a phone in the setting or in the toilets with children will result in, as a minimum, an immediate final written warning or, depending on the circumstances, dismissal for gross misconduct.
- The police will be informed immediately if inappropriate use of a mobile phone is suspected.
- Failure to adhere to this policy may result in disciplinary action.
- Parents are not allowed to use mobile phones or take photographs within pre-school sessions this includes whilst on outings and visits.
- Parents are allowed to take photos of their own children at fundraising events that are open to the public. Parents are however asked to be mindful that some parents do not want photos taken of their children so care must be taken to ensure no other children are in the background of photos.

Other useful Pre-school Learning Alliance publications:

- Child Protection Record (2007)