



# Mobile Phones, smart watches 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/smart watches

- Personal mobile phones/smart watches belonging to members of staff are not used on the premises during working hours. They may be checked during staff breaks, away from the children.
- During a shift, staff working directly with the children store their phones/smart watches out of sight or reach from children and adults alike. There is a personal items lockable cupboard where bags and phones/smart watches may be stored.
- In the event of an emergency, personal mobile phones may be used within work hours with permission from the manager/s, away from the children.
- 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.
- There is a mobile phone available for staff to use when away from the setting and the manager/s also holds a mobile phone for work purposes. 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/smart watches for taking photographs of children.
- Staff will not take their smart watches on outings.
- Parents and visitors are requested not to use their mobile phones/smart watches 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.

- Where the setting mobile phone is used to photograph or record the children, in order to upload to our Parents' Facebook page, once uploaded, these are deleted from the phone.
- The setting mobile phone may be used for specific events and activities in the setting, for example to access music. Staff do not use the phone for personal reasons on these occasions.

### Cameras and videos

- Members of staff must not bring their own cameras, smart watches or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, for example, to record their learning and development, displays within the setting or to upload to our Parents' Facebook group. The Parents' Facebook group is a closed group and is not accessible to anyone other than parents of children attending the setting, staff and committee.
- Photographs or recordings of children are only taken on equipment belonging to the setting. Camera and video use is monitored by the setting managers.
- Photographs and recordings of children are only taken of children if there is written permission to do so, via the setting's Enrolment Form. 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.
- 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. 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 to social media.
- Where the services of a professional photographer are used, parents are informed, and their written permission obtained. An agreement is put in place to ensure practices meet with GDPR regulations.

This policy was adopted at a meeting of

NWPS

Held on

Date to be reviewed

May 2024

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner) Chair

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