



Meadow Drive, Horringer, Suffolk, IP29 5SB
Tel: 01284 735181 E: manager@horringerpreschool.co.uk
Charity: 1164658

Mobile Phone and Camera Policy

This policy sets out clear guidelines on the acceptable use of mobile phones and cameras, in order to eliminate the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of cameras around children

In order to achieve this, we operate the following Acceptable Use policy:

Mobile Phones and Electronic Devices

We accept that staff, volunteers and visitors may bring mobile phones or other electronic devices into our setting. However, in line with safeguarding best practice, the following procedures will apply.

- Staff, volunteers and visitors are not permitted to use any recording equipment on their personal mobile phones
- Staff are not permitted to use personal mobile phones to make or receive calls or texts during working hours. Staff will be able to give out the setting's mobile phone or landline number so that they can be contactable in an emergency.
- Staff will be asked to leave their personal mobile phones in a secure area for safekeeping. Volunteers and Visitors may also be politely asked to leave their personal mobile phones outside of the playrooms.
- If a member of staff has a specific need to keep their phone with them on a particular occasion, prior permission must be sought from the setting manager or supervisor.
- We recognise that some visitors may need to keep their mobile phones with them. Visitors will not be left unsupervised with children.
- In the event of the setting not having access to a landline a mobile phone may be a necessity, however this mobile phone will not have a camera facility, and if it does the



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facility will be disabled.

- Staff who bring personal mobile phones or any other electronic device onto the premises must ensure there is no inappropriate or illegal content on the device. The Manager reserves the right to check the image contents of a mobile phone or electronic device if there is any cause for concern over its appropriate use. Should inappropriate material be found, the Local Area Designated Officer (LADO) will be contact immediately.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Manager. If this is not deemed appropriate, then concerns can be reported directly to the Local Authority Designated Officer.

CAMERAS

Photographs taken for the purpose of recording children participating in activities or celebrating their achievements is an effective method of observing children's progress in the Early Years Foundation Stage, and offers valuable evidence for the children's Learning Journeys. It is essential, however, that photographs are taken and stored appropriately to safeguard the children in our care:

- Only the designated setting camera is to be used to take photographs within the setting or on outings.
- Any photographs taken must be deemed suitable without putting any child in a compromising position that may cause embarrassment or distress
- Images taken and stored on the camera should be downloaded as soon as possible. Where possible, images should be downloaded on the setting's premises. Where this is not possible, images may be downloaded off site, but should be erased from any personal computer once the images have been printed.
- Cameras should not be taken into the bathroom or toilet area without prior consultation with the Manager. If photographs are required, eg of children washing their hands permission must be sought from the Manager, and staff must be supervised while carrying out this kind of activity. At all times, the camera must be in a prominent position where it can be seen.



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- Cameras and memory cards should be locked away in a secure place at the end of every session.

Failure to adhere the contents of this policy will lead to disciplinary procedures being followed.