

# **Safeguarding**

## **Mobile Phone and Camera Policy**

### **Policy statement**

We recognise the enhanced functions of mobile phones and cameras can be open to inappropriate use and could put children at harm through the taking of indecent images. Mobile phones may also be an unnecessary distraction from working with and supporting, children within our setting. This policy, therefore, ensures minimal disruption to our work with children, protects children from being exploited and protects staff against allegations of misuse.

### **Procedures**

- All staff are to be vigilant about phone and camera use by other members of staff and parents/visitors to our setting.
- Staff will report any concerns promptly, to one of the Leaders who will take appropriate action. Any concerns about a Leader's use of her mobile phone or pre-school camera should be reported at once, to the other Leader.
- Mobile phones are kept in the store room and are checked periodically by staff, in case of an important missed call / message.
- Any incoming calls/messages will be checked and only answered or replied to, if deemed important to that individual.
- Staff are trained to avoid putting themselves in compromising situations whilst using phones or any pre-school camera which could be misinterpreted and lead to possible allegations of inappropriate conduct.
- Pre-school cameras and memory cards are for pre-school use only.
- Consent is sought from parents/carers for photos to be taken by the pre-school cameras/phones during a session or on an outing
- Consent is also sought from parents/carers for photographs to be used in newspapers/ website/social media. etc
- Consent is sought from parents/carers for other parents/carers to take photos or video footage at parties and outings
- In relation to trips, outing and parties, parents are told not to post on social media any photos including any child other than their own, unless parental consent has been obtained from the other parent(s).

This policy was adopted at a committee meeting for Addingham Pre School	Date
Signed on behalf of the committee	
Name of signatory	
Role of signatory	