



USE OF MOBILE PHONES AND PERSONAL CAMERA POLICY

Catkins Preschool

January 2024

Use of Mobile Phones and Personal Cameras

The welfare, protection, and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously. It is our intention to provide an environment in which children, parents and staff are safe from images being recorded and inappropriately used in turn eliminating the concern of staff being distracted from their work with children and the inappropriate use of mobile phone cameras around children. Children's development will be logged and uploaded onto their Tapestry account and this can only be accessed by trusted members of staff and parents/carers of the children.

Mobile Phones and Smart Watches

We believe our staff should be completely attentive during their working hours to ensure all children in the preschool receive good quality care and education. Mobile phones must **not** be used during working hours. Staff are permitted to keep their phones switched on in case of urgent calls, but they will be kept in the kitchen, away from children.

Users bringing personal devices into nursery must ensure there is no inappropriate or illegal content on the device. All staff must ensure their mobile phones are inside the white boxes located in the kitchen throughout contact time with children. Staff are permitted to use their mobile phones during their lunch breaks away from the children.

The use of apple watches/smart watches etc will only be allowed if the watch is not connected to a mobile phone camera and therefore the watch cannot take photographs.

It is the responsibility of all members of staff to be vigilant and to report any concerns to the preschool manager. (See whistleblowing policy)

During group outings a nominated staff member will take the allocated preschool mobile phone out with them in case of emergency. This should only be used for emergency calls and incoming calls from the nursery, under no circumstances must a member of staff take a personal call whilst caring for children. It is the responsibility of all staff members to be vigilant and report any concerns to the owner or manager.

The owner or manager reserve the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over inappropriate use of it. Should inappropriate material be found then our Local Authority Designated Office (LADO) will be contacted immediately, as well as the police. Guidance will be followed with regards to the dismissal of the staff member.

Parents & Visitors

Parents or visitors who either arrive using a mobile phone or take a call on a mobile should be immediately told to end their phone call or leave the premises. Visitors are signed into the preschool and asked to leave their personal belongings and mobile phones in the kitchen area.

Cameras and Photo Capturing Devices

Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.

- Only the designated tablets are to be used to take any photo within the setting or on outings.
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.

- All staff are responsible for the location of the camera; this should be placed within the kitchen when not in use.
- The camera and tablets must be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Parental permission is obtained from the parent/carer on joining the setting to the use of photographs in the setting.
- Photos taken on preschool cameras/tablets can be uploaded to our closed app Tapestry so that only relatives of that child have access to the individual child profiles. This will only occur when we have obtained all the parents' permission. Any child whose parent has not signed the permission form will not have their photo uploaded.