Use of mobile phones and cameras Policy

TE OF ADOPTION: August 2016
DATE OF NEXT REVIEW: September 2017
TO BE REVIEWED BY: F&P Committee

Acceptable use of mobile phones and camera devices is known, through this policy, by all members of staff.

Use of Cameras

Personal cameras must not be used within the setting. Only an authorised setting camera/iPAD should be used to take images. Use of personal cameras is prohibited at all times.

Parental permission should always be sought to take still and moving images for any purpose including assessment, celebrating achievement or for marketing purposes. Photographs will be taken and uploaded onto Tapestry, they can then be deleted from the camera/iPAD device as soon as possible.

Under no circumstances must cameras of any kind be taken into the toilet area without prior consultation with the Senior Foundation practitioner. If photographs need to be taken in the toilet area i.e. photographs of the children washing their hands, then the Senior Foundation Practitioner must be asked first and staff must be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.

The designated safeguarding officer is responsible for memory sticks and storage devices.

Mobile phones

There is a landline installed at the victory Hall so all telephone calls relating to pre-school business can be made on this telephone. Little Beacons Pre-school allows staff to bring in personal mobile telephones for their own use. If personal calls are made by staff or volunteers they should be made on personal mobile phones. However, all use of personal mobile phones is restricted to tea or lunch breaks unless agreed by the designated person for safeguarding.

Users bringing personal mobile telephones into Little Beacons Pre-school must ensure there is no inappropriate or illegal content on the device.

If a member of staff is waiting for an emergency personal call then their phone may be left with the Senior Foundation Practitioner or request for the call to be made to the pre-school landline.

Staff will need to ensure that the Office has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.

All mobile phone use must be open to scrutiny and the designated officer for safeguarding should consider withdrawing or restricting authorisation for use if at any time it is deemed desirable to do so. Any authorised use of mobile phones whilst children are present must be monitored and recorded.

The recording or sharing of images, video clips or audio material on any mobile phone should be prohibited except where it is explicitly authorised by the designated person for safeguarding.

Work mobile

The use of a work mobile can be an effective communication tool. It will enable work related text, email messages and calls to be made and received. It is an essential part of the emergency toolkit when taking children on short trips and outings. It can also provide essential back up, if landline facilities are unavailable or when contact needs to be made out of hours.