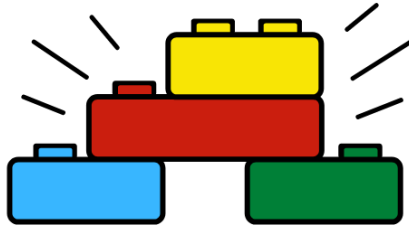


# BRIGHT **BLOCKS**

## PRESCHOOL



## USE OF MOBILE PHONES AND PERSONAL CAMERA'S POLICY

The welfare, protection, and safety of every child in our care is of paramount importance, we take our responsibility to safeguard children seriously. We have procedures in place which we as everyone to respect and to help promote the safety of the children in our care.

**This Policy includes all parents, carers, staff, visitors and children.**

Date written: February, 2022

Date of last update: February, 2023

Date agreed and ratified by Bright Blocks Preschool Directors: March, 2024

Date of next full review: March, 2025

**This policy will be reviewed at least annually and/or following any updates to national and local guidance and procedures.**

**The welfare, protection and safety of every child in our care is of paramount importance, and we take our responsibility to safeguard children seriously. We have procedures in place which we ask staff, parents and carers to respect, to help promote the safety of the children in our care.**

We recognise that people may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that people may also have other technological devices in their possession or within their personal belongings. The Safeguarding of children at our preschool is paramount.

We believe our staff and volunteers should be completely attentive during session times to ensure all children at Bright Blocks Preschool receive good quality care and education. .

The following procedures must be followed:

### **Personal Mobile Phones**

- Personal mobile phones belonging to members of staff are not used when staff are on duty.
- All mobile phones must be stored securely, along with personal possessions, in the designated staff only area. In the event of an emergency, personal mobile phones may be used in the privacy of the designated staff only area, with permission from the manager.
- 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.
- When members of staff take children on outings, they only take the settings mobile phone 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 for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones or use its camera facility whilst on the premises. There is an exception if a visitor's company or organisation operates 'alone 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.

### **Cameras and videos**

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the setting manager.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for children who will be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's Registration Form).

### **Smart watches**

- Smart watches can be worn by staff. Staff are reminded not to check emails or notifications while in work.
- Many smart watches require access to phones to be able to take a photo therefore as the staff do not have phones during session times smart watches are able to be worn during work hours.

The Manager or Deputy Manager, in her absence, reserves the right to check the image contents of a member of staff's, parent's, visitor's or volunteers mobile phone should there be any cause for concern. Should inappropriate material be found, the Manager will follow the Safeguarding and child protection policy.

### **Photography**

- At Bright Blocks Preschool we like to keep a record of every child's time with us, including photographs for their files, for craft and to share on the online learning journey app. We may occasionally take video footage to help us observe how the children play.
- All photographs are taken using the setting's devices and no photographs are taken by staff using mobile phones.
- Under no circumstances must devices be taken into the bathroom area without prior consultation with the Manager or Deputy Manager in her absence. If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Deputy Manager must be asked first.
- All staff are responsible for the location of their devices.
- In the case of preschool productions or parental events, parents/carers are permitted to take photographs of their own child in accordance with Bright Blocks Preschool protocols which prohibits the publication of any such photographs on social networking sites.
- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- 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.

### **Exceptions from the rule**

The preschool management will nominate a limited number of responsible employees to have their mobile phones in reach for emergencies related to the nursery and the children's safety whilst out on field trips as a backup to the nursery mobile.