



Hambledon Youth Hut  
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## **1.6 Use of mobile phones, cameras and smart watches/devices**

### **Policy statement**

We take steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from the unacceptable use of mobile phones and cameras and smart watches/devices in the setting.

### **Procedures**

#### *Personal Mobile Phones*

- Personal mobile phones belonging to members of staff are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are placed in the box provided and this is stored in the office area, filing cabinet top drawer, and can only be used if necessary in their lunch break.
- In the event of an emergency, personal mobile phones may be used, with permission from the supervisor.
- 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.

- If members of staff take their own mobile phones on outings, 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 whilst on the premises. There is an exception if a visitor's company or organisation operates a lone 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, alternatively visitors will be asked to put their phones in the filing cabinet with staff's.
- 'Smart phones' and any device with Internet access – please refer to our Internet Usage and Social Networking Policy. No photos are to be taken of the Pre-School children or setting using a personal mobile or 'smart phone' or device.

#### *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 supervisor.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included. There is a risk assessment for each event carried out, which is reviewed regularly.
- 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).

### **Permission form**

- **This forms part of the admissions process and is then logged into the Blossom on line system.**

### **Use of camera and mobile phones, smart watches and any internet enabled or analogue device**

- We ask parents for permission to use the photos/video of their children for the purpose of displays, publicity and in learning journeys/developmental files. We also ask parental permission for their child to be photographed by a professional photographer or by parents for special events.
- Only photos taken by staff with a setting camera or video camera will be used in the setting, for the newsletter or for publicity.
- Staff must never use a camera to take picture of bruises or any other injuries. Concerns over bruises etc. must be referred to the senior manager (and/or DSL) and full details recorded on pre-school safeguarding reporting forms and drawn on the body map before being referred to Social Care via the on-line referral forms for Hampshire.
- Staff will never take photos on their own personal cameras, mobile phones or wrist cameras or any digital or analogue device. Mobile phones and wrist cameras are kept out of the play areas along with other personal belongings. Memory cards remain on the premises when they are not in use. Preschool cameras are locked away in the designated area at the end of the day.
- We discuss with parents any concerns they have with any of the photography occurring in the setting. We hope that an understanding can be reached in all situations.
- See also: Allegations against member of staff policy
- Use of mobile phones and cameras policy
- Children's Services – 0300 5551381 Professionals reporting number
- Children's Services – 03005551384 – advice line
- Children's Services - 03005551373 – out of hours
- LADO – Mark Blackwell or Barbara Piddington – 01614745657 or 03003004833
- Police – 01234 841212 / 01582 4021212
- NSPCC 24 hour helpline – 0808 800 5000
- Ofsted – 0300 123 1231
- DBS - <https://www.gov.uk/disclosure-barring-service-check/overview>