



Acceptable Use of Cameras & Mobile Phones Policy

Statement of intent

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 following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phone cameras around children

Aim

Our aim is to:

- Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile Phones

- Lavenham Pre-school allows staff to bring in personal mobile telephones and devices for their own use in their breaks only.
- Users bringing personal devices into setting must ensure there is no inappropriate or illegal content on the device.
- All staff must ensure that their mobile telephones/devices are kept in the office or lockers in the staff room. Mobile phones are not permitted to be available to staff throughout contact time with children
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area.
- If staff have a personal emergency they are free to use the setting's phone or make a personal call from their mobile in the designated staff area of the setting.



- Staff will need to ensure that the Manager has up to date contact information and that staff make their families, children's schools etc. aware of the work telephone numbers in case of emergency. This is the responsibility of the individual staff member.
- All parent helpers/students will be requested to place their mobile phones in the office or locker in staff room before entering the Pre-school and only to take or receive calls in their lunch break in the designated staff area.
- During group outings the setting Manager will nominate a member of staff who will have access to their mobile phone for outings, which is to ONLY be used for emergency purposes.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Manager.
- Concerns will be taken seriously, logged and investigated appropriately
- The Manager or Deputy Manager in her absence reserves the right to check the image contents of a member of staff's mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local Authority Designated Officer (LADO) will be contacted immediately. We will follow the guidance of the LADO as to the appropriate measures for the staff member.

Cameras

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 setting camera or pre-school mobile phone 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 lockable cabinet when not in use.
- The camera 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.



- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first and staff 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.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.

This policy was adopted by Lavenham Pre-school *(name of provider)*

On 25th August 2021 *(date)*

Date to be reviewed 25th August 2022 *(date)*

Signed on behalf of the provider

Name of signatory Roy Mawford

Role of signatory (e.g. chair, director or owner) Chair of Trustees

