

### **Safeguarding and Welfare Requirement: Child Protection**

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.



## **Use of mobile phones, cameras and smart devices policy**

### **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, cameras and other devices with photographic and communication capabilities in the setting.

### **Procedures**

#### *Designated nursery phone*

- At Cotswold Bunnies, both settings have designated mobile phones each for use by contracted staff to record children's development and learning, for displays and for promotional purposes (with permission from parents). The mobiles are password protected and are kept by a senior member of staff in their pockets during the day and in the locked filing cabinets at night and at weekends. When contacting parents, staff use the nursery mobile phones.
- Additional phones or ipads may be in use as necessary.

#### *Personal mobile phones*

- Personal mobile phones belonging to our contracted staff may only be used on the premises during non-working hours.

- Along with contracted staff, volunteer, bank staff and agency staff do not use their mobile phones in the nursery. If they need to make an emergency call, they will be directed by the manager/deputy manager to a place where there are no children present in order to make their call.
- PHONES MUST NOT BE USED WHEN WALKING ON THE ROAD WITH ANY CHILDREN.
- At the beginning of each individual's shift, personal mobile phones are kept in a clear plastic box on the shelf at the Common or in the organiser in the office at the Cowshed.
- Personal mobile phones must be on silent. If deemed by the manager that mobile phones are a distraction, staff may be asked to put their phone on to Airplane mode or into a Work Focus.
- In the event of an emergency, personal mobile phones may be used, where there are no children present, with permission from the manager/deputy manager.
- Our staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
- If our members of staff or volunteers 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.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make 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.

#### *Smart Watches*

- If staff have smart watches the notifications must be on silent, and must not cause a distraction. If deemed by the manager that smart watches are a distraction, staff may be asked to put their smart watches on Do Not Disturb mode or removed.
- Staff must make management aware if their smart watch has the capability to take photographs or recordings, and may be required to remove their smart watch and store it with their phones.


#### *Cameras and videos*

- 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 whilst children are present. Photos and videos taken on nursery equipment will be

uploaded to the safe and password protected on- line learning system Tapestry. Only children of parents who have subscribed to Tapestry will be photographed or videoed. Photos and videos of children whose parents have not given permission for their child's image to be used on the Cotswold Bunnies' website will not be used for such purpose.

- Phone, camera and video use is monitored by our manager.
- 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.
- Photographs and recordings of children are only taken of children if parents provide written permission to do so (found on the individual child's Registration Form).
- Photographs must be regularly reviewed and removed if they have been on the phones for longer than 3 months.

This policy will be reviewed regularly, as well as with technological changes, EYFS updates and Ofsted guidance.

This Policy was adopted by:		Cotswold Bunnies Nurseries Ltd	
On:	01.10.2024	Date to be reviewed:	01.10.2025
Signed on behalf of the Provider:			
Name of Signatory:	Pippa Collins		
Role of Signatory (e.g, Chair, Director or Manager)	Manager		