

## **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 and cameras/CCTV**



### **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 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 everyone's shift, personal mobile phones are stored in the staff room.
- In the event of an emergency, personal mobile phones may be used in the privacy of the office, 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.
- 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.

#### *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/deputy.
- 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 there is written permission to do so (found on the individual child's Registration Form).

#### *CCTV*

- Cameras are placed within the main areas of the building for safeguarding purposes, these can be to monitor sleeping children, ensure appropriate practices are taking place and to provide extra witnesses for

the rooms. It can also be used if one staff member would like to take a group into another room for a particular activity e.g. to complete an IEP task and they can still be safeguarded as a manager will be a witness to their actions.

- Our CCTV is not recorded or stored and is only viewed from devices within the building.

This policy was adopted at a meeting of	Ladybirds Day Nursery
Held on	1/11/20
Date to be reviewed	1/11/21
Signed on behalf of the provider	
Name of signatory	Janine Lissack
Role of signatory	Owner