16. Use of Mobile Phones and Cameras

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.

Personal Mobile Phones:
Phones are stored in a designated basket on the rear work surface of the kitchen. Staff do not use their phones in the setting except in an emergency, and only then in the cupboard away from the children with permission from the Manager. If staff take their mobile phones on outings in case of emergency, they must not make or receive personal calls. They will never use mobile phones to take pictures of children.

Visitors:
All parents, carers and visitors must also place their devices and mobile phones with the staff phones in the kitchen, and are requested not to use their mobile phones in the setting (with the exception of work requirements, when they will be directed to a quiet place away from the children). When parents/carers request permission to photograph their children at special events, permission will first be gained from all parents for their children to be included, and only in accordance with permissions given on children's registration forms.

Cameras and videos:
Staff must not bring cameras or other video recorders into the setting unless permission has been given for that device to be used by the Supervisor for recording of children's progress or displays within the setting. This is monitored by the Manager.

Date: Signed: Review: