

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

Policy statement

Saffron Walden Nursery School takes 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 our staff and volunteers are only used in the “staff” areas of the nursery (e.g. office, staff room) during working hours. Personal mobile phones may be used in privacy, where there are no children present
- At the beginning of each individual’s shift, personal mobile phones are stored in bags within the staff room cupboard.
- 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.
- Our staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.
- Parents are requested not to use their mobile phones whilst on the premises to ensure a happy and safe transition from home to nursery. (n.b. Mobile phones may be used in the car park)
- Visitors to the nursery are requested to leave mobile phones in the office or staff room. 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.

Cameras and videos

- Our staff and volunteers 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 whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to the setting. Cameras are never taken home by a practitioner.
- All downloads of media are placed on either the main office computer or the staff room computer.

- 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.
- Upon entry all parents are asked for written consent if they agree to their child being photographed or videoed. 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). Every parent has the right to refuse. We use both individual and group photographs in learning journeys and printed media.
- Where pictures are made available to the press or television, they will not be released with surnames of the child unless the parent gives express permission for this to be done.
- The nursery is registered with the Information Commissioner's Office in regard to our data protection.
- Where pictures are taken of the whole nursery, the parents of the children who have opted out of having their child photographed will be contacted to allow them to reconsider their decision.

This policy was adopted by

Saffron Walden Nursery School

On

_____ (date)

Signed on behalf of the provider

Name of signatory

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

Reviewed on

Signed on behalf of the provider