



## Safeguarding Children: Mobile Phone and Use of Camera Policy

### Policy Statement

Mobile phones are kept in a locked box away from the children and not assessable to staff unless in an emergency. Personal cameras will also not be used at the school. The school Samsung tablet and camera phone will be for the sole use of photographing children taking part in activities and used for the developmental records. We will only take photos of those children whose parents have signed the photo consent form.

### Procedure or Protocol:

- All staff will give their mobile phones to the Manager, to be stored in a locked box just inside the kitchen located on the work top, out a the reach of all children.
- Mobile phones can only be used with the permission of the Manager, in the case of emergencies.
- Under no circumstance will mobile phones be in staffs pockets.
- The school phone is a mobile phone and will be located in the admin table inside the classroom, and will only be used for the purpose of telephone calls.
- In the case where all children and staff are playing in the garden the school mobile phone will be with the Manager.
- Parents are asked to sign a photo consent form to allow us to take photos of their child during their time at school. For the sole purpose of using the photos for their developmental records. Parents are able to choose not to sign the form; we will then not take photos of their child during their time at school.
- Parent/s should be made aware that they are not allowed to use their mobile phone within the setting at anytime.

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| This policy was adopted and practiced at | <b>Village Montessori Nursery School Ltd</b>                   |
| Effective date                           | July 2021  |
| Review date                              | July 2022  |
| Name of the manager who prepared         | Mrs Kwai Fong Purchase   |
| Read and acknowledge by member of staff  | Cristina (Deputy), Vicky, Svitlana (Room Leader),<br>Magdalena |

Useful link:

<http://learning.nspcc.org.uk>

