



The use of cameras, mobile phones and social media within the setting

3.5 Providers must have and implement policies and procedures to keep children safe and meet EYFS requirements. Where providers are required to have policies and procedures as specified below, these policies and procedures should be recorded in writing. Policies and procedures should be in line with the guidance and procedures of the relevant LSP.

3.6 Safeguarding policies must include:

- How mobile phones, cameras and other electronic devices with imaging and sharing capabilities are used in the setting. (EYFS statutory framework January 2024)

It is our policy to ensure that the children's safety and protection is paramount. We therefore do not allow the use of personal mobile phones or cameras by staff or parents/carers in any of our settings. One work mobile phone with a camera built in and iPads are used for observations, also with a camera built in. The work mobile phone is purely for parent's contact, emergencies and observations. The use of the mobile phone and camera is strictly monitored by the manager, deputy/assistant manager and the safeguarding of children co-ordinator. The correct use of mobile phones is written in staff contracts and any negligence will receive a disciplinary. The manager must ensure that the use of these devices does not detract from the care, and supervision, of the children.

Staff personal mobile phones and electronic equipment

It is our procedure that all staff keep their personal mobile phones turned off and out of the way, i.e., in their bags or in the space provided. Staff are only allowed access to their mobile phones during their lunch break and away from the setting. Again, this is carefully monitored by the manager, assistant manager and the safeguarding of children co-ordinator.

Staff must ensure that their personal devices are password protected and do not contain any illegal or inappropriate content. It is our policy that staff do not use any personal electronic devices, or anything with recording capability into the setting e.g. tablets, cameras, laptops, smart watches etc.

Mobile phones belonging to parents/visitors

We will ask all parents/family members and carers to turn off THEIR mobile phones and store these away in bags or pockets. Parents MUST refrain from using their mobile phone to receive or make a call in our setting. Parents/family members and carers MUST NOT take photographs in our setting.



Mobile phones and other devices belonging to older children

Parents must give written permission for their child's mobile phone/electronic device and the settings procedures around this. Mobiles and devices belonging to children must be switched off and stored securely by the setting manager.

Outside agencies, professionals and photographers

Mobile phones will not be used in the setting and must be stored away. They **MUST NOT** take photographs of children. Sometimes professionals doing visits have use of their own devices e.g. laptops for observations. The use of these will be strictly monitored by the most senior member of staff.

Academy Photographers come into the setting to take professional photographs. DBS information will be taken and parent consent will be sought before children will be allowed to be photographed. The most senior member of staff will monitor the photography taking place.

Setting mobile phones, iPads, laptop and electronic devices.

The work mobile phones and cameras, are for staff members to take pictures and to contact parents either via messages or phone call. The phones are password protected. The phone is switched off each night and kept at the setting in a secure location. It is essential we have a mobile phone as it is the way we can best contact parents in an emergency. When staff members are taking children out on trips/visits they will take the phone with them to contact the setting, take pictures for observations and in case of an emergency.

Parent's contact numbers are saved on the mobile phone to make it easier to contact them should we have to. Only people who work for ABC Childcare Services will have access to the phone and iPads at any time. The most senior member of staff will access the mobile phones. During outings the phone and camera will be kept with the most senior member of staff at all times.

The iPads give the staff access to the Connect Childcare App. We use this app to sign children in and out of the setting, add observations and liaise with parents who have downloaded the sister app, Parent Zone. The camera on the iPad is strictly used for taking photographs of children to enhance observations.

Directors mobile phones and laptops

Each director has a work mobile phone and laptop. These are password protected and kept with the director at all times. They are solely for the use of work purposes. Each director takes responsibility for their own equipment and must ensure it does not contain any illegal or inappropriate content.



Cameras, photography, and images

When taking photographs, we will ensure children are properly dressed; photos will not show intimate views of children and where possible we will avoid group photographs i.e., multiple children.

The mobile phone and iPads **MUST NOT** be taken , or used, in the toilets, nappy changing area or sleep areas .

We will only use photographs according to permissions given by parents, e.g. website, observations, social media. If parents haven't given permission, their child's photograph will not be used.

During special occasions, e.g. Christmas shows or graduation, the manager will explain to parents the rules for photography, on these occasions, it is likely that parents/ family members will be allowed to take photographs and/or videos. Parents will be advised that under no circumstances, must they put another child on social media.

ABC has its own Facebook and Instagram pages. Photographs will only be used on social media if consent is given by parents and never with a child's name. There are both public pages and parents are made aware of this.