

## **Mobile Phone, Camera and Recording Equipment Policy**

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Burwell Early Learners and After School Club recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Personal mobile phones and cameras should only be used outside of working hours and never whilst children are present unless with prior permission from the Manager.
- Personal mobile phones and cameras should be stored away from children and not in the rooms.
- If a staff member, student or volunteer must use their mobile phone (see above) this should be away from the children and ensuring that staff supervision levels are not compromised.
- Staff, students or volunteers who ignore this policy and use a mobile on the setting premises without permission may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with the manager the appropriate use of personal mobile phones in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

### ***Use of personal mobile phones and cameras by non staff*** □

Burwell Early Learners recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency. However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore the following policy has been implemented:

- Mobile phones and cameras should only be used away from the children and where possible, off site.
- The setting's main telephone number can be used for emergencies.
- Photos of children must not be taken without prior discussion with the manager.

- The Data Protection Act does **not** prevent parents from taking images at setting events, but these must be **for their own personal use**, (and not posted on social media). Any other use would require the consent of the parents of other children in the image
- In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the 'Allegations of Abuse' process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- Visitors remain responsible for their own property and will bear the responsibility of any losses.
- Staff should challenge anyone who is using a camera, mobile phone or video recorder at the setting whom they do not recognise.
- If a child is photographed by a newspaper, the photo becomes the property of the newspaper and the newspaper has the final say as to how it is used. (N.B. images can be placed by editors on the newspaper's website). Generally, newspaper photos of groups of 12 or more children do not have the names of the children attached. Photos of smaller groups might include the full name of the child in the accompanying caption; however, the setting/parents are not obliged to provide children's names and it is recommended that they do not do so.

Burwell Early Learners provides a mobile phone and camera for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:


- Only the camera and recording equipment belonging to the setting may be used to take appropriate and relevant images of children, i.e. observations, photographs of setting events.
- A signed consent form should be obtained from the child's parent/carer, and should be kept on the child's file, covering all cases where images of children are to be used.
- Images must be used in accordance with the Data Protection Act 2018
- The setting has a duty of care to safeguard images so that they cannot be used inappropriately, or outside the agreed terms under which consent has been obtained. Images can be stored digitally, on videotape, in prints or negatives, or electronically, provided the storage is secure. Images must be maintained securely for authorised setting use only, and disposed of either by return to the child, parents, or by shredding.
- Cameras and recording equipment should only be used where two or more staff members are present.
- It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the 'Logging Concern Form and Body Map' must be used.
- The setting's mobile phone must only be used for work related matters.

- In circumstances where there is a suspicion that the material on the setting's mobile phone may be unsuitable and provide evidence relating to a criminal offence, the allegations process will be followed (please refer to the setting's 'Safeguarding and Child Protection Policy').
- The setting's mobile phone remains the property of the setting at all times and should not be taken off of the premises (with the exception of visits and outings).

This policy was adopted at a meeting of Burwell Early Learners and After School Club

Held on 7th November 2019

Date to be reviewed Nov 2020

Signed on behalf of the management committee 

Name of signatory ELIZABETH SUSAN SWIFT.

Role of signatory (e.g chair/manager) CHAIR.

