



Use of Mobile Phones and Cameras **Empty Pocket Policy**

Policy statement

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 capturing image devices in the setting.

Procedures

Personal mobile phones

- Personal mobile phones belonging to members of staff are not to be used on the premises during session times.
- At the beginning of each session working staff and volunteers in Pre-school place electronic devices, which can capture and store images e.g. mobile phones, cameras, games consoles, USB sticks in a secure area in the Pre-school cupboard. Reception staff place mobile phones in their bags in the reception class cupboards.
- In the event of an emergency personal mobile phones may be used in the staffroom with permission from the manager.
- Members of staff ensure that the Pre-school/ school telephone number is known to immediate family and other people who need to contact them in an emergency.
- If members of staff take their own mobile phones on outings for use in an emergency, they must not make or receive personal calls as this will distract them.
- Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises (Reception classes). Pre-school staff will collect phones from visitors, if they are visiting when children are in session and store them securely in a box in the cupboard. Visitors will be advised of a quiet space (usually the staff room), where they can use their mobile phone, if essential, where there are no children present.
- Pre-school staff need to be aware that some visitors may have 2 mobile phones, this may be the case with visiting professional, and both phones must be put in the Pre-school cupboard.

Other photographic and image capturing equipment

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of the children are taken for valid reasons, i.e. to record their learning and development, or for displays within the setting.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by Mrs Perigo and Mrs Price.

- During special events, parents are requested prior to the start of the performance that they will only photograph their own child and that these photos will not be placed on social networking sites.
- Photographs and recordings of children are only taken if there is written permission to do so. (Forms complete on-entry to Pre-school and Reception)
- Other professionals e.g. PIMIS staff may use other photographic and image capturing equipment if signed consent from the parents has been obtained. Pre-school staff will monitor the use of these devices whilst the professional is in the setting.

Review Date: September 2018