



Creative Kids Learning Early Centre

Camera's & Mobile phones Policy

At Creative Kids Early Learning Centre, we intend to provide an environment in which children, parents and staff are safe from inappropriate recording and usage of images and pictures. This is also a step to eliminate the following concerns:

- 1) Staff being distracted from their work with children
- 2) The inappropriate use of mobile phone cameras around children

Aim

Our aim is to:

Have a clear policy on the acceptable use of mobile phones and cameras that is understood and adhered to by all parties concerned without exception.

In order to achieve this aim, we operate the following Acceptable Use Policy:

Mobile Phones

- The Centre allows staff to bring in personal mobile telephones and devices for their own use. ***“Under no circumstances does the centre allow a member of staff to contact a current pupil or parent/carer using their personal device”.***
- All staff must ensure that their mobile telephones/devices are left inside their bag throughout contact time with children. Staff bags should be placed inside the staff room unless requested by the Manager or Leader to move them to another appropriate location.
- Mobile phone calls may only be taken at staff breaks or in staff members' own time and in the designated staff area.
- If staff have a personal emergency they would need to inform the manager in order to make a personal call from their mobile or use the setting phone in the designated staff area of the setting, i.e. staff room/managers office.
- If any staff member has a family emergency or similar and required to keep their mobile phone to hand, prior permission must be sought from the Manager or Leader and the mobile phone should be placed in the Managers Office.
- Staff (will need to) ensure that the Manager has up to date contact information and that staff make their families, children's schools etc. aware of emergency work telephone numbers. This is the responsibility of the individual staff member.
- All parent helpers/students/volunteers will be requested to place their bag containing their phone in the staff room or another appropriate location and asked to take or receive any calls in the staff room where their phone must remain.
- It is the responsibility of all members of staff to be vigilant and report any concerns to the Centre Manager or Leader.
- Concerns will be taken seriously, logged and investigated appropriately (see allegations against a member of staff policy).

- The Manager or Leader in her absence reserves the right to check the image contents of a member of staffs mobile phone should there be any cause for concern over the appropriate use of it.
- Should inappropriate material be found then our Local police station will be contacted immediately. We will follow the guidance of the police department as to the appropriate measures for the staff member's dismissal.

Cameras

- Photographs taken for the purpose of recording a child or group of children participating in activities or celebrating their achievements is an effective form of recording their progression in the Early Years Foundation Stage. However, it is essential that photographs are taken and stored appropriately to safeguard the children in our care.
- ***The designated centre camera is to be used to take any photo within the setting or on outings. Staff camera can be used with the permission of the manager.***
- Images taken on this camera must be deemed suitable without putting the child/children in any compromising positions that could cause embarrassment or distress.
- All staff are responsible for the location of the camera; this should be placed within the lockable cabinet in the manager's office when not in use.
- The camera must be locked away at the end of every session.
- Images taken and stored on the camera must be downloaded as soon as possible, ideally once a week.
- Under no circumstances must cameras of any kind be taken into the bathrooms without prior consultation with the Manager or Leader.
- If photographs need to be taken in a bathroom, i.e. photographs of the children washing their hands, then the Manager or Leader must be asked first and staff be supervised whilst carrying out this kind of activity. At all times the camera must be placed in a prominent place where it can be seen.
- Failure to adhere to the contents of this policy will lead to disciplinary procedures being followed.