

Use of Mobile Phone and Camera Policy

Introduction

There is currently no statutory guidance surrounding the use of mobile phones within children's centres and so policies relating to mobile phone use are at the discretion of the Centre Manager (Serious Case Review, Plymouth Safeguarding Children Board, 2010).

High Kirk Community Preschool accepts that mobile phones are a part of everyday life for parents, carers, staff, volunteers and students. This policy is part of the Preschool's wider commitment to safeguarding the welfare of children and adults and requires the willingness of parents/carers of children attending the setting to help the Preschool staff and committee to implement the policy successfully.

Statement of Intent

High Kirk Community Preschool will endeavour to ensure that the children in their care are provided a safe, warm, caring and educational environment. Therefore, all staff/volunteers/committee members and students will be advised on policy procedures and parents/carers will receive a copy of this policy.

Parents/Carers Contribution

As part of our commitment to the children/parents/carers in our setting we require parents/carers to read this policy and adhere to the below request.

Parents/carers when leaving their child into Preschool or collecting their child **should not use their mobile phone**. We would greatly appreciate the foyer being kept as a **mobile phone free zone**.

Mobile phones

- Staff/volunteers/students working directly with children **will not carry a mobile phone on their person at any time**. Mobile phones will be kept in the Preschool Leader's main store.
- If calls must be received by staff/volunteers/students they should respect those in the Preschool by keeping the conversation brief, or where possible, return the call after the Preschool session has finished.
- Mobile phones and conversations within the playroom, large hall, story room and outdoor play area can be very disruptive and they divert the staff, volunteers and students' attention away from the responsibility of looking after the children. **Therefore staff, volunteers and students working directly with children must not use mobile phones except in emergencies**.
- If lengthy or urgent calls must be taken or made then the staff member/volunteer/student must inform the Preschool Leader.

- Urgent calls to mobiles must be held outside of the main playroom or in the Preschool Leader's main store **away from the children**.
- **Visitors** to the setting will be informed, by the Preschool Leader, that mobile phones cannot be used when interacting with the children and, in keeping with our Child Protection and Safeguarding Policy, will not be left unsupervised at any time when on the premises.

Camera and Camera Phones

One of the key ways that practitioners support children's development and engage parents in their children's learning is through photographs that record their children's activities and achievements. Therefore

- High Kirk Community Preschool staff will always check with parents/carers that they consent to the use of cameras for appropriate recording purposes by obtaining written permission.
- The use of any sort of camera by parents/carers is prohibited in the Preschool
- The exception to parents/carers using cameras/mobile phone cameras will be during supervised events e.g. Nativity Play, Mothers' Day Tea and end of year outing. (Where possible the Preschool Leader will endeavour to receive written permission from parents/carers that photographs can be taken during these group events.)

If staff/volunteers/students/parents/carers/committee members have any concerns relating to the misuse of mobile phones/cameras on the premises, please inform the Preschool Leader or contact the Preschool's Committee Chairperson.

Mrs Jessica Balmer (Preschool Leader) 028 25644834

Mrs Ruth Millar (Preschool Committee Chair Person) 028 25644834

Calls go directly to High Kirk Presbyterian Church Office and will be directed to the appropriate person.

Policy links - Child and Adult Protection and Safeguarding Policy and Procedures
Whistle Blowing Policy,
Data Protection Policy

Use of Mobile Phone and Camera Policy adopted by High Kirk Community Preschool Committee

Signed by _____ Date _____
Committee Chairperson