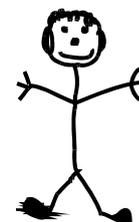


FIRST STEP PLAYGROUP



Policies and Procedures

Safeguarding Children

1.2a Use of Personal mobile phones, technological devices and cameras by staff and volunteers

Policy statement

First Step Playgroup recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency. It is acknowledged that staff may also have other technological devices in their possession or within their personal belongings.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

Personal mobile phones, technological devices and cameras should only be used outside of working hours and never whilst children are present, so only in the kitchen at First Step Playgroup where children are not permitted access.

- Staff personal mobile phones, technological devices and cameras should be stored in the kitchen area.
- In case of staff needing to use their personal mobile phone or technological device, permission should be gained from a manager.
- If a staff member, student or volunteer must use their mobile phone or technological device this should be away from the children and not compromise the staff to child ratio.
- Staff, students or volunteers who ignore this policy and use a mobile phone or technological devices on the setting premises without permission, or where children are present may face disciplinary action.
- The setting's main telephone number can be used for emergencies by staff, students, volunteers or by people who need to contact them.
- In circumstances such as outings and off site visits, staff will agree with the management the appropriate use of personal mobile phones or technological devices in the event of an emergency.
- Where there is a suspicion that the material on a mobile phone or technological device may be unsuitable and may constitute evidence relating to a criminal offence, the allegations of Abuse process will be followed (please refer to the settings 'Safeguarding and Child Protection Policy').
- Staff, students and volunteers remain responsible for their own property and will bear the responsibility of any losses.

1.2b Use of personal mobile phones, technological devices and cameras by non staff

First Step Playgroup recognises that visitors may wish to have their personal mobile phones and technological devices with them.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones and technological devices have the potential to be used inappropriately and therefore the setting management has implemented the following policy:

- Mobile phones, technological devices and cameras should only be used away from the children and where possible, off site. Visitors and parents/carers are not permitted to use their mobile phone or technological device within the setting.
- In exceptional circumstances, such as a family emergency, visitors should seek permission from a manager to use their mobile phone or technological device in the kitchen area.
- The setting's main telephone number can be used for emergencies (07855 035212).
- Photos of children must not be taken without prior discussion with the settings managers and in accordance with the Data Protection Act 1998 and using the 'Use of images consent form'.
- In circumstances where there is a suspicion that the material on a mobile phone or technological device 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.
- Older children attending the out of school summer camp and training days are not permitted to use a mobile phone or technological device or use them as a camera on the premises.
- No mobile phone signs are clearly displayed.

1.2c Use of the setting's mobile phone, technological devices, camera and recording equipment

First Step Playgroup 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, technological devices 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.
- Images must be used in accordance with the Data Protection Act 1998 (please refer to the setting's document 'Use of Images consent form').
- Cameras, technological devices 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 materials on the setting's mobile phone, technological devices or camera 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').

- The setting's mobile phone, technological devices and camera remains the property of the setting at all times and should not be taken off the premises (with the exception of visits and outings).

Policy date	21 st January 2016
Date to be reviewed	20 th January 2017
Reviewed	8 th August 2016
Name of signatory	Angie Kelly
Role of signatory	Manager

Useful Contacts

Early Years Safeguarding Advice Line	01223 703800
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Ofsted	0300 1231231

1.2a Use of Personal mobile phones and cameras by staff and volunteers