****

Registered Charity No. 802551

**MOBILE PHONE AND CAMERA POLICY**

Staplehurst Under 5 Playgroup will 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 cameras in the setting.

**Personal mobile phones**

* Personal mobile phones and wearable technology set up to receive emails belonging to staff and volunteers are not used on the premises during working hours.
* At the beginning of each session, personal mobile phones are stored in the cupboard in the Main Hall or in bags in the kitchen. This is also the case for wearable technology set up to receive texts etc.
* In the event of an emergency, personal mobile phones may be used in privacy, where there are no children present, with permission from the Manager.
* Staff ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.
* If members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must not make or receive personal calls as this will distract them from their supervisory duties
* Staff and volunteers will not use their personal mobile phones for taking photographs of children on outings. Unless permission is sought at time to photograph, immediately upload to Facebook and immediately delete.
* Parents and visitors are requested not to use their mobile phones whilst on the premises. An exception is made if a visitor’s company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.
* The mobile phone belonging to Playgroup does not have the facility to take photographs and has no internet connectivity. This phone is accessible throughout each session for parental contact and/or emergency use.

**Cameras and videos**

* Staff and visitors must not bring their own cameras, video recorders or any equipment which can take photos or record videos into the setting.
* Photographs of children are taken for valid reasons, i.e. to record their learning and developmental progress, or for displays within the setting whilst children are present or for use on our website of Facebook page. Photographs are only taken if parents have provided written permission to do so (permission slip included in the Welcome Pack).
* Photographs of children are only taken on equipment belonging to the setting. At the request of the parents/carers we will destroy photos of your child.
* Camera use is monitored by the Manager. When not in use, the camera is kept in the locked cupboard in the Main Hall.
* Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included. So any parents not wishing their children to be photographed will be able to opt out