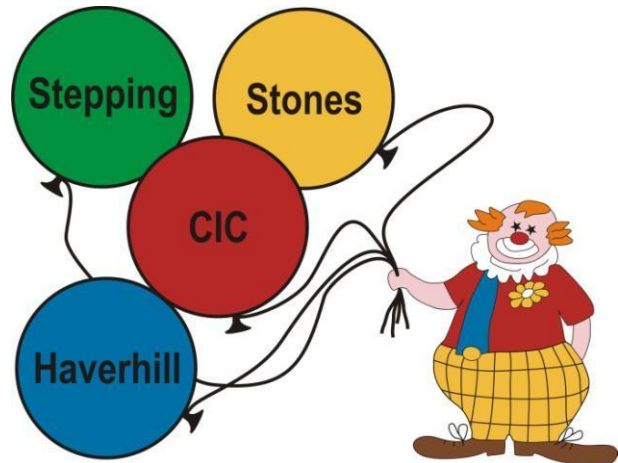


General Welfare Requirement: Safeguarding and Promoting Children's Welfare

Children's behaviour must be managed effectively and in a manner appropriate for their stage of development and particular individual needs.



Safe Guarding Children

38. Cameras, Mobile Phone and Recording Devices Policy

EYFS key themes and commitment

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.2 Parents as partners		

Policy Statement

Stepping Stones Childcare & Education CIC operates a camera, mobile phone and recording device policy to protect the children, protect the staff from allegations and maintain high standards of care within the Preschool. We believe that our staff, students and volunteers should be completely attentive during their hours of working, to ensure all children in the pre-school receive good quality care and education. This is why mobile phones are not to be used during working hours. No mobile phone will be used for photography within the setting.

Procedures

- Stepping Stones Childcare & Education CIC forbids the use of personal cameras, mobile phones and recording devices by staff members, students and volunteers whilst on duty.

- All staff, students and volunteers, parents and visitors to the setting are required to leave any mobile phone/recording devices in the designated box within the preschool classroom. Mobile phones may be left switched on for emergency purposes only
 - Whilst staff are working they will not use their mobile at all; without first checking with the manager
 - Staff members are reminded if someone needs to contact them in a case of emergency that the Preschool landline number should be given. (I.E. For emergency contact for your children's schools)
 - Staff members, students and volunteers may access their personal devices whilst off-duty and not on the premises, for example during their lunch break.
 - Any member of staff that does not comply with the 'camera, mobile phone and recording device policy' will be dealt with in line with the Preschool grievance and disciplinary procedures.
 - Children will be photographed or recorded by the use of camera/recording device that belongs to the Preschool. Individual photo files will be kept on the Preschool laptop and are accessed by the key person for learning journeys. With parents consent some may be used for advertising and web site use. All files are deleted once the child has left.
 - Students are recognised to be a valuable part of our Preschool when undertaking a childcare qualification. Therefore, student will be permitted to take photographs of the children within the setting; with prior consent from the manager and only with the use of camera/recording device that belongs to the Preschool.
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- Other policies that relate to this are
 - Social networking
 - Safeguarding policy
 - Confidentiality policy
 - Staff code of conduct

Failure to adhere to this policy may result in disciplinary action

Please note that all staff should read and be aware of the MASH & LADO posters within the setting.

This policy was adopted by	Stepping Stones Childcare & Education CIC
on	28.02.2017
Date to be reviewed	September 2020
Signed on behalf of the management	
Name of signatory	ELAINE MCMANUS
Role of signatory	MANAGER
Name of signatory	ANNE JESSOP
Role of signatory	DEPUTY

Review:

This policy is reviewed every year or whenever deemed necessary by the manager in the light of events and changes in the law.

This policy was given to staff to read on 17/08/2019 and acknowledged by staff electronically.