

## **07. USE OF MOBILE PHONES AND CAMERAS**

### **Policy statement**

We 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 at ASK Kindergarten & Clubs (ASK).

### **Procedures**

#### **Mobile phones – staff and visitors**

- Personal mobile phones belonging to our staff and volunteers are not used on the premises during working hours.
- At the beginning of each individual's shift, personal mobile phones are left in the kitchen.
- 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.
- Our members of staff and volunteers ensure that immediate family and other people who need to contact them in an emergency know the work telephone number.
- If our 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.
- Our members of staff and volunteers will not use their personal mobile phones for taking photographs of children on outings.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception 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.

#### **Cameras and videos**

- Our members of staff and volunteers must not bring their own cameras or video recorders into ASK.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within ASK whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to ASK.
- Our registered provider/owner and our manager monitor camera and video use.
- 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.

- Photographs and recordings of children are only taken if parents provide written permission to do so (found on the individual child's Registration Form).
- We will avoid using children's names (first name or surname) in photograph captions where photographs are used in displays, for promotional material or on our website.
- We will only use images of children in suitable dress to reduce the risk of inappropriate use.