

Safeguarding and Welfare Requirement: Child Protection

The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.

Use of Company mobile phone 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 the company mobile phone and cameras in the setting.

Procedures

Company mobile phone

- Use of the company mobile phone may only be used to contact parents to inform them of a concern/emergency or to contact a staff member or someone related to company business only
- It is never to be used for personal reasons unless in an emergency
- The mobile phone must be kept in the kitchen or area out of the hands of the children
- All calls must be made away from children in the setting.
- Our staff and volunteers ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.

Cameras and videos

- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays of the children within the setting whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- The directors only will print off images from the camera. These images will be deleted as soon as they are printed.
- Printed images are for use of recording learning and development only and are only used in learning journals by staff.
- No image is to be emailed, used on social media or the world-wide web unless with use of a specific, recognised official programme used by the setting to record the learning and development of the children e.g. Tapestry. Under no circumstances must any image be passed on to person(s) outside the setting
- Any image to be used by the setting i.e. for the organisation's website or publicity will require specific agreement with the parent/carer of the child(ren) in the image before use
- Camera and video use is monitored by our manager in the setting.
- 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 of children if parents provide written permission to do so found on the individual child's Registration Form.

The Investigation

- Any member of staff found inappropriately using any image of any child at the pre-school will face suspension whilst an investigation takes place in accordance with the pre-school's disciplinary procedures.
- Any image found used inappropriately and/or any person connected with it will have their details passed onto all statutory bodies including the police, local authority and OFSTED

This policy was adopted by

Noah's Ark Day Nursery

On

11/06/2017

Date to be reviewed

11/06/2018

Signed on behalf of the provider

Name of signatory

Angela Martin

Role of signatory (e.g. chair, director or owner)

Director/Manager