

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, smart watches and cameras in the setting.



19. Use of Mobile Phones, Smart Watches and Cameras

Policy statement

Ridgemount Cottage Nursery takes 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.

Procedures

Personal mobile phones

- Personal mobile phones and smart watches belonging to Ridgemount Cottage Nursery staff and volunteers are not used on the premises during working hours. They can be used on lunch breaks in the staff rooms or offsite.
- For the
- At the beginning of each individual's shift, personal mobile phones are stored in the front office, or 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. Any person using their own mobile phone in relation to work or during work times that has been previously agreed by management must ensure their cameras on these phones are covered with tape to prevent them being used on site.
- Management mobile phones are also required to be left in the front office; they can however keep their work mobiles on them during the day.
- Staff should not be sending text messages during their working hours except during their lunch breaks.
- Ridgemount Cottage Nursery staff and volunteers please ensure that the work telephone number is known to immediate family and other people who need to contact them in an emergency.

- If Ridgemount Cottage Nursery members of staff or volunteers take their own mobile phones on outings, for use in the case of an emergency, they must use tape to cover their cameras and must not make or receive personal calls as this will distract them.
- Ridgemount Cottage Nursery 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. Ridgemount Cottage Nursery makes 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.

Ridgemount Cottage Nursery Mobile Phones

- We have 3 mobile phones for Management; Jessie, Sharon and Caron. These are connected to the nursery land line number via a VOIP system and will all call if the office is dialled so that parents can always reach a member of our management team.
- We have a further phone for Stewart which is not connected to our VOIP system.
- There are 3 further phones for our department leaders – Lower School (Tracy), Middle School (Lucia) and Upper School (Jackie). These are again connected to our VOIP and are able to be used in the garden.
- All of the phones are allowed on site and any imagery on them is owned and controlled by the company.

Cameras and videos

- Ridgemount Cottage Nursery staff and volunteers must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting whilst children are present.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by our Ridgemount Cottage Nursery manager.
- 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).
- In the event of an allegation, Management reserve the right to see you current and recently deleted files on your phone to form the basis of your pending investigation.

This policy was adopted by

Ridgemount Cottage Nursery Ltd

On

November 2024

Date to be reviewed

November 2025

Signed on behalf of the provider

Stewart Hendry

Name of signatory

STEWART HENDRY

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

Owner