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**PLEASE DO NOT REMOVE**

### **MOBILE PHONE, ELECTRONIC DEVICE & CAMERA POLICY**

This policy sets out clear guidelines on the acceptable use of mobile phones and cameras, in order to eliminate the following concerns:

- Staff being distracted from their work with children
- The inappropriate use of cameras around children.

In order to achieve this, we operate the following Acceptable Use policy:

#### **Mobile Phones and Electronic Devices**

We accept that staff, volunteers and visitors may bring mobile phones or other electronic devices into our setting. However, in line with safeguarding best practice, the following procedures will apply.

- Staff, volunteers and visitors are not permitted to use any recording equipment on their personal mobile phones
- Staff will be able to give out the setting's mobile phone or landline number so that they can be contactable in an emergency.
- The mobile phones belonging to all staff, committee, volunteers, parent helpers and students must not be kept on their person whilst they are working/helping during sessions. If they DO NOT need access to their phone it must be left in their bag in the office. If they DO need access to their phone, it MUST be left on the desk in the office. The use of a mobile phone must be for answering emergency calls only.
- If a member of staff has a specific need to keep their phone with them on a particular occasion, it must be left in the kitchen.
- Volunteers and visitors will be politely asked to leave their personal mobile phones in the kitchen.
- In the event of the setting not having access to a landline a mobile phone may be a necessity, however this mobile phone will not have a camera facility, and if it does the facility will be disabled.
- Staff who bring personal mobile phones or any other electronic device onto the premises must ensure there is no inappropriate or illegal content on the device. The Manager reserves the right to check the image contents of a mobile phone or electronic device if there is any cause for concern over its appropriate use. Should inappropriate material be found, the Local Area Designated Officer (LADO) will be contact immediately.

- It is the responsibility of all members of staff to be vigilant and report any concerns to the Manager. If this is not deemed appropriate, then concerns can be reported directly to the Local Authority Designated Officer.

## **Cameras**

Photographs taken for the purpose of recording children participating in activities or celebrating their achievements is an effective method of observing children's progress in the Early Years Foundation Stage, and offers valuable evidence for the children's Learning Journeys. It is essential, however, that photographs are taken and stored appropriately to safeguard the children in our care:

- No photographs will be taken on a mobile phone within the setting by staff.
- All photographs will be taken of children in the main room at Martlesham Playschool, or outside, or whilst on a trip or visit. No photos will be taken in the toilet area of the setting or whilst a child is being cleaned/washed eg nappy changing in intimate areas or whilst partially dressed. Any photos taken of a child washing hands in the washroom area will be witnessed by one other member of staff.
- Once printed and viewed all photos will be erased from camera card.
- All printed photos will be put into My Learning Journey or returned to parent/s or put in playschool photo albums or shredded.
- No photographs will be stored on a home computer or home laptop unless specifically for the purposes of creating a Powerpoint presentation or similar AND with the specific written permission of the Chair or Business Manager. After delivery of the Powerpoint all stored photos will be erased.
- Cameras and memory cards are locked away in a secure place at the end of every session.

Failure to adhere the contents of this policy will lead to disciplinary procedures being followed.

This policy was adopted at a meeting of	<b>Martlesham &amp; Kesgrave Playschools</b>	
Held on (date)		
Signed on behalf of the Management Committee		
Role of signatory (e.g. chairperson etc.)		
This policy was reviewed on		(date)