

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.

Colchester High School – Early Years Department



1.7 Use of Mobile Phones and Cameras

Policy statement

Colchester High School 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, cameras and other technology devices in the Early Years Setting. The Early Years Use of Mobile Phones and Cameras Policy comes under the umbrella of the school, and all staff are aware of this. Please refer to: Safeguarding: Use of Mobile Phones and Cameras and Code of Conduct for Staff and Volunteers, including Acceptable Use Policy on the website.

Visitors are requested not to use mobile phones, cameras and other technology devices when they sign in at Reception.

Procedures

The following procedures are in place:

Personal Mobile Phones

- **Staff and visitor Mobile phones are not to be used in the EY department at any time**
(Please refer to **Code of Conduct for Staff and Volunteers, including Acceptable Use Policy** and EY (1.2) Safeguarding and Child Protection Policy).

- All mobile telephones are locked away in a secure cupboard. If any member of the EY Team is seen to be accessing their telephone at any time, this will be reported to the Principal immediately. The staff member may face disciplinary action.
- Visitors to the EY Department will not be permitted to use their mobile telephones during their time in the EY Department and are requested not to use their mobile telephones when signing in at Reception.
- In the event of an Emergency personal phones may be used in the privacy of the School Office and staff room.
- Alternatively staff can use the Nursery internal / external telephone or people who need to contact them.
- Should visitors need to use a phone, they will be advised of a designated area within the school where they can use their mobile phone.
- Early Years Staff ensure that the direct telephone lines of the School and Nursery are known to immediate family and people who may need to contact them in emergency.
- Nursery has a mobile phone without a camera which is only used by EY's Staff. The phone has been supplied by the School to use on outings and during Wraparound play in the Early Years Garden. This ensures the safety of children at collection times, during outside play (Please refer to Wraparound and Collection Policies - the same procedures apply).

Cameras, Ipads, videos and Smart watches and technological devices

- Camera and video use is monitored by the Nursery Manager/Deputy and Reception Teachers.
- Members of staff must not bring their own camera or video recorders into the setting.
- No cameras/ipads are allowed in the EY's Department except cameras and ipads that are the property of Colchester High School. They are only to be used by the EY's staff and children and must not be taken off site except for School approved trips and events.

- I pads, Cameras and technological devices belonging to the School are only used where at least one other staff member is present.
- Visitors are not permitted to use cameras, ipads, videos, smart watches or other technological devices during the school day or at school productions and events on the school site. They are advised of this prior to the event.
- At off site events parents are requested not to share any photographs on social networking sites prior to the event.
- Photographs or recordings of children are only taken on I pads / cameras that belong to the Early Years Department.
- Photographs and recording of children for external/ advertising purposes are only taken of the children if prior written consent has been sought from parents.
- Photographs and recordings of children are only taken to evidence their learning and development or for displays within the setting.
- When signing up for our Interactive Learning Diary - parents are requested to sign documentation agreeing that any recorded image must not be shared or used on social media networks or used for commercial or publicity purposes, where other pupils are also included in the image, without the approval of the school.
- Smart Watches are not permitted in the Early Years Department. Any smart watches will be put in a secure locked cupboard in Room 51

Please refer to Colchester High School Policies:

Code of Conduct for Staff and Volunteers, including Acceptable Use Policy Safeguarding: Use of Mobile Phones and Cameras, Safeguarding and Child Protection Policy, including Allegations of Abuse

Early Years:

1.2 Safeguarding and Child Protection Policy

1.5 Collection and Uncollected Policy

8.8 Wraparound Care Policy for Early Years Children