



1.9 use of mobile phones and cameras

Policy statement

At Little Gillies 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 in the setting.

Procedures

Personal mobile phones are stored in lockers or the office.

In the event of emergency, a personal mobile phone may be used in the privacy of the office with permission from the manager.

Members of staff are to ensure that the telephone number of Little Gillies is known to immediate family and other people who need to contact them in an emergency.

Visitors are requested not to use their mobile phones whilst on premises. There is an exception if a visitors company or organization operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised that the mobile phone may be used in the office, where there are no children present. With blinds closed at all times.

All mobile phones are taken off visitors on arrival.

Cameras, video & smart watches.

Members of staff are not to bring their own cameras or video recorders into Little Gillies. This includes any smart watches which may have recording features on them.

Photographs and recordings of children are only taken for valid reasons to record their learning and development also displays.

Whilst within the setting photographs of recordings of children are only taken on equipment belonging to the setting.

Where parents request permission to photograph for a record their own child at special events this will be denied as it will be done by Little Gillies staff and sent through tapestry photographs of recordings of children are only taken of



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children if there was written permission to do so, found in the children's registration packs.

Camera and video use will be monitored by the manager.

All policies and procedures are implemented, reviewed and updated on an annual basis or in line with any changes to local and national guidance/legislation in conjunction with the registered person.

This policy was adopted at a meeting of Little Gillies

Held on.....

Date to reviewed

Signed on behalf of the provider.....

Name of signatory.....

Role of signatory.....

Reviewed by Sarah Beresford

Date March 2024