



## Leonard Stanley Early Years

### Policy for the use of Mobile Phone

"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."

#### EYFS key themes and commitments

<b><i>A Unique Child</i></b>	<b><i>Positive Relationships</i></b>	<b><i>Enabling Environments</i></b>	<b><i>Learning and Development</i></b>
<b><i>1.3 Keeping safe</i></b>	<b><i>2.2 Parents as partners</i></b> <b><i>2.3 Supporting Learning</i></b>	<b><i>3.4 The Learning Environment</i></b>	<b><i>4.2 Active Learning</i></b>

#### Policy statement

LSEY's is committed to building a culture of safety in which the children in our care are protected from abuse and harm.

- ☺ LSEY's has a land line phone on site therefore the manager may have a mobile phone in case of emergencies, such as electrical power failure, emergency evacuation, when not in the indoor area.
- ☺ The manager will ensure that when using the mobile phone it is done so in front of witnesses
- ☺ All other adults on site must ensure that their mobile telephones are kept in the office
- ☺ If any adult has a family emergency and require to keep their mobile phone close at hand, then the manager must be consulted and give permission for this to happen
- ☺ Under no circumstances must cameras phones be used to take photographs during session time
- ☺ Under no circumstances must mobile phones with cameras be taken into bathrooms without prior consultation with the manager – if photographs need to be taken in a bathroom e.g. photos of children washing their hands, then the manager must be told and staff supervised whilst carrying out this kind of activity
- ☺ All mobile phones with cameras in the setting including staff and parents can be subjected to scrutiny at time at any time by the safeguarding officer if suspicion
- ☺ Parents are reminded of this policy and are requested not to use their mobile phones in the setting. If the use of a mobile is needed then the manager will request that the parent take the call in the office.

- ☺ Parents are not permitted to take photos of their child (or others) during session times
- ☺ Any staff member found to be none compliant with this policy will face disciplinary action

**Also see Camera Policy**

Written by – Vicki Richardson, Play Leader Manager

Date – 1/9/15

Review date – 1/9/16