

Mobile Phone, Camera and recording devices Policy

The setting operates a camera, mobile phone and recording device policy to protect children, protect staff from allegations, and maintain high standards of care within the setting.

- The setting forbids the use of mobile telephones, personal cameras, and recording devices by staff members, students and volunteers whilst on duty.
- All staff, students, volunteers and visitors who are working with children are required to switch off any mobile phones and recording devices. Personal devices will be stored securely in the lockers provided.
- Staff members, students, volunteers and visitors may access their personal devices whilst off duty, for example during lunch breaks.
- Any member of staff who does not comply with the camera, mobile phone and recording device policy will be dealt with in line with the settings grievance and disciplinary procedures.
- Children will only be photographed or recorded by the use of a camera/recording device that has been agreed by the Manager/Leader. Children will only be photographed or recorded if parental consent has been obtained.

Signed:.....Manager/Owner

Dated: September 2015

Review date: September 2016