

## **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

### *Email*

- Children are not permitted to use email in the setting.
- Parents and staff are not normally permitted to access personal emails in the setting.

### *Mobile phones – children*

- Children do not bring mobile phones or other ICT devices with them to the setting. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in a lockable metal tin until the parent collects them at the end of the session.

### *Mobile phones – staff and visitors*

- Personal mobile phones are not normally used by our staff on the premises during working hours. If staff need their personal mobile phones for personal reasons they will be stored on the high windowsill above the sink in the kitchen.
- In an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- Our staff and volunteers ensure that the setting telephone number is known to family and other people who may need to contact them in an emergency.
- If our members of staff or volunteers take their mobile phones on outings, for use in case of an emergency, they must not make or receive personal calls, or take photographs of children.
- Parents and visitors are requested not to use their mobile phones whilst on the premises. We make an exception if a visitor's company or organisation operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where no children are present.
- These rules also apply to the use of work-issued mobiles, and when visiting staff in other settings.

### *Cameras and videos and storage of images*

- Our staff and volunteers must not bring their personal cameras or video recording equipment into the setting.
- Our staff are provided with cameras and laptops for their professional use and that devices are password protected.
- Photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development or for displays within the setting. Parents give their written permission on joining the setting (see the Parent Contract form). Such use is monitored by the playleader.
- Staff are responsible for the storage of their cameras at the setting and between the setting and home.
- No photos or videos are stored on laptops or computers.