



Maeda Gakuen

Safeguarding and Welfare Requirement: Child Protection Use of Mobile Phones & Cameras

Policy statement

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

- ♣ Personal mobile phones belonging to members of staff are not used during working hours.
- ♣ At the beginning of each individual's shift, personal mobile phones are stored in the staff room/storage area assigned by the company.
- ♣ Members of staff ensure that the telephone number of the setting is known to immediate family and other people who need to contact them in an emergency.
- ♣ Maeda Gakuen Yochien phones must be used on outings by members of staff. However, if a work phone is not available one member of staff may take their personal mobile but should not make or receive personal calls during the outing.
- ♣ Members of staff will not use their personal mobile phones for taking photographs of children on outings.
- ♣ Parents and visitors are requested not to use their mobile phones whilst on the premises, nor to take photos when engaged in activities such as sports day, and other nursery events. Exceptions must be authorised by management.
- ♣ Staff who are found to have contravened the above will be subject to disciplinary proceedings.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- 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 and only work tablets may be used for this.
- Camera and video use is monitored by the setting manager.
- Where parents request permission to photograph or record their own children at special events they must seek clearance from management. Such photos cannot be posted on social media.
- Photographs and recordings of children are only taken of children if there is written permission to do so. (see photo consent form)
- Photos and videos of children may be used for promotional material, and website with parental agreement. Parents may request that their child is not photographed.

This policy was revised in August 2017 by Nikita Phadnavis (Manager) of Maeda Gakuen Yochien.