



## **Mobile Phone and Camera Policy**

**Yellow Birds is committed to safeguarding and promoting children's welfare, and therefore understands and takes into account the use of personal items such as cameras, video recorders and mobile phones**

### **Mobile Phones:**

- Staff members must not use mobile phones as it is inappropriate and distracts them paying full attention to the children in their care
- Personal mobiles must be kept locked away until the end of the session; this is unless they have been directed to answer calls from the Play Leader\*
- If a staff member needs to be contacted they must be called on the club mobile phone 077 2333 2493
- All members of staff are responsible for answering the club mobile as it will probably be a parent/carer or the company Manager. – The phone must be answered 'Hello this is Yellow Birds at (club name), ...(their name) speaking'

\*E.g. If a staff member is asked to do a school pick up, take children to the shop or take children outside and needs to be in 'radio' contact with the Play Leader. Notably Staff members are not allowed to make or receive personal calls or use the cameras on their mobiles phones during this time as this is gross misconduct and will result in immediate dismissal.

### **Use of the Camera\*\* – and Club Mobile Camera only**

- Permission will be sort and recorded on the back of each Child's registration form to take any photography – with specific reference to photo being used for display, promotion or the website
- Children will be appropriately clothed and also give their consent to being photographed
- Photos can be taken as evidence of observation – the printing of theses photo can only be carried out by the Company Manger who will also see the written observation. This will in turn enable Yellow Birds to justify any reasons for taking photographs to OFSTED and other legal services
- Photos can be taken to display around the setting on display boards or on a slide show on a laptop or digital photo frame where the parents are in agreement
- In accordance with EYFS, children will be given the opportunity to take photographs themselves and to view the pictures they have taken with the settings camera.
- Cameras are not permitted at all in bathrooms or when children are getting changed
- All images will be stored on computers/storage devices belonging to the setting which will be kept in a locked cabinet. No images will be stored where they can be accessed through the internet unless a parent/carer agrees for their individual child photo to be published on the Yellow Birds website/ Facebook page
- Images may be stored electronically for duration of a child's care with us unless parents have authorised us to keep them- future reflection or publicity

\*\*Only the Yellow Birds camera brought for the setting can be used at any time