

Thanet Early Years Project
Safeguarding Policy
Mobile Telephones and the Use of Cameras

General statement

Thanet Early Years Project (TEYP) is wholly committed to safeguarding children and we take our responsibilities to ensure the welfare and safety of children seriously.

This policy has been implemented to ensure Thanet Early Years staff, students, volunteers and visitors are clear about the use of personal mobile telephones, cameras and any other equipment that is capable of recording children throughout the organisation.

Making contact in an emergency:

TEYP accept that in the event of an emergency, employees of the organisation may need to be contacted by partners and/or family members. In order to ensure individuals can be contacted in these instances, it is recommended that the telephone number of the individual's workplace is shared accordingly. However, it must be noted that **only** in the event of an emergency will an individual be permitted to either take the call or ring the caller back using the office telephone. Under **no** circumstances will individuals be permitted to use their mobile telephones during their working hours – see section below.

Mobile Telephones in the work place and on outings:

Any member of staff, student, volunteer or visitor who brings to work /and or setting a mobile phone, must adhere to the following instructions:

1. Mobile phones must be switched off during your shift/hours of work;
2. Mobile phones must be stored in a suitable place such as a secure locker and NOT in an area where children are cared for;
3. Mobile phones must NOT be used to photograph or video children at any time;
4. When taking children off site, the nursery mobile phone must be used as a method of communication. Personal mobiles must remain in the nursery/setting;
5. Visitors must be asked to leave mobile telephones in a safe place such as in a locked unit in the manager's office.

These rules apply to ALL staff, students and volunteers working for Thanet Early Years Project alongside any visitors to the setting.

You may, of course, use your mobile telephone during your break; however point 3 above remains in force.

Mobile Phone use whilst driving:

Using a handheld mobile whilst driving has been an offence since December 2003. **Employees are completely prohibited from using a hand-held mobile phone or similar hand-held electronic device whilst driving as part of their job duties**, whether this is to make or receive telephone calls, send or read text or image/picture messages or to access the Internet or e-mail.

If any employee is discovered contravening this rule, they will face serious action under the Company's disciplinary procedure. In view of the potential health and safety implications, it may also constitute gross misconduct and could render the employee liable to summary dismissal.

If an employee does wish to use a hand-held mobile phone when driving, he or she must stop the car in a safe and suitable location and completely turn off the car's engine before using the mobile phone. A person is regarded as "driving" for the purposes of the law if the engine is running, even if their vehicle is stationary. This means employees must not use a hand-held phone at traffic lights, during traffic jams or at other times when the engine is still running.

TEYP does not allow the use of hands-free mobile phone devices whilst employees are driving as part of their job duties.

Photographing Children:

The use of digital photography and filming of children during their play is an integral part of how we monitor, review and evaluate children's learning and development. These mediums also afford children an opportunity to document their work (using a camera) and develop their skills in ICT.

Thanet Early Years Project ensures that all Nurseries and Crèches have access to Cameras, Tablets and PCs that remain the property of the company. These resources are available for children and staff to access as part of their day to day work. However, when using ICT equipment in the workplace, the following rules must always be applied:

1. **Under no circumstances** may staff/students/volunteers or visitors use their own camera, video recording equipment or any other medium to film or photograph children;
2. Memory cards from TEYP digital cameras must NOT be taken home by staff/students/volunteers or visitors and must always be accounted for by the manager and/or senior staff ;
3. The printing of photographs must be agreed by the setting Manager and photos may only be printed at TEYP head office or by the manager in the setting;
4. Photographs must be stored securely and used only for children's' reports and display purposes (with written parental consent);
5. Photographs or video footage of children must NOT be uploaded to any social networking sight; without parents' permission.
6. Where photographs and/or video footage is downloaded to an external hard-drive, laptop computer or disk, they must be locked away securely when not in use.
7. TEYP Project Manager and Leadership team have agreed that staff are permitted to wear a Smart Watch or similar to record steps/heart rate etc, however all mobile phones connected to these devices must be deactivated to the Smart Watch and the mobile phone MUST follow the mobile phone procedure. If a staff member is observed reading a message or similar whilst on duty this will result in disciplinary action due to not supervising or neglecting children in our care and could lead to instant dismissal. This will be reviewed monitored on a daily basis by Managers.

Failure to comply with this policy by members of staff will be deemed gross misconduct and TEYP Disciplinary and Grievance Procedures will apply. Visitors/Students and Volunteers will be required to leave the setting and will not be permitted on site in the future.

Change of Telephone Number

Any change to a person's mobile phone number must be notified to their line manager immediately.

This policy must be read in conjunction with the Thanet Early Years Project 'Child Protection Statement and Policy' and 'Safeguarding Children – allegations against members of staff Policy', Thanet Early Years Project 'Disciplinary and Grievance' Procedures and the TEYP Code of Conduct.

Thanet Early Years Project aim to foster a safe working culture and anyone who has concerns about any areas of practice or noncompliance of policies and procedures should speak immediately to their line manager in the first instance or the Project Manager on 01843 609634