

## **HAPPY HEDGEHOGS LTD**

### **Health and Safety, suitability of premises, environment and equipment**

#### **6.10 Mobile Phone & Cameras**

##### **Policy statement**

*At Happy Hedgehogs we take the safeguarding of the children very seriously.*

*The aim of our mobile phone/camera policy is to promote the safe and appropriate practice through establishing clear and robust acceptable use guidelines.*

*This policy applies to all individuals who have access to personal or work-related mobile phones and digital cameras within the setting, this includes practitioners, volunteers, children, young people, parents, carers, visitors. This list is not exhaustive.*

##### **Procedures**

- *All visitors to the setting sign in the visitors' book and are asked to turn their mobile phones off and put them away.*
- All staff switch their mobile phones off at the beginning of their shift and put them in a basket in the office until their shift has finished.
- Only the director and deputy use their mobile phones to take pictures of the children during activities for the purpose of posting the pictures onto the closed Facebook page. These images are then deleted immediately.
- The staff have access to digital cameras for taking photos of the children for observations and activities.
- During special events e.g. Christmas or leaving parties permission is sought from all parents before they are permitted to use their mobile phones/cameras to take images of the special event.
- Parents permission is sought within the registration forms to allow their child to be photographed for the use of the posting of pictures onto our closed Facebook group and also for the use in their learning journey's for observations.

- In exceptional circumstances where a practitioner may need to take an urgent call, with the permission of the director, they may be allowed to keep their phones on but keep them in the office where the deputy or Director will alert the practitioner if they receive a call. The call will be taken in the office away from the children.

### Further guidance

The Data Protection Act 2018

This policy was adopted at a meeting of	Happy Hedgehogs LTD
Held on	July 2020
Date to be reviewed	July 2021
Name of signatory	Carly Turner
Role of signatory	Director