



Use of Mobile Phone and Camera Policy

Introduction

There is currently no statutory guidance surrounding the use of mobile phones/iphones within children's centres and so policies relating to mobile phones/iphones use are at the discretion of the Centre Manager (Serious Case Review, Plymouth Safeguarding Children Board, 2010). (Hereafter the term mobile phone incorporates iphones)

High Kirk Community Playgroup accepts that mobile phones are a part of everyday life for parents, carers, staff, volunteers and students. This policy is part of the playgroup's wider commitment to safeguarding the welfare of children and adults and requires the willingness of parents/carers of children attending the setting to help the playgroup staff and committee to implement the policy successfully.

Statement of Intent

High Kirk Community Playgroup will endeavour to ensure that the children in their care are provided a safe, warm, caring and educational environment. Therefore, all staff/volunteers/committee members and students will be advised on policy procedures and parents/carers will receive a copy of this policy.

Parents/Carers Contribution

As part of our commitment to the children/parents/carers in our setting we require parents/carers to read this policy and adhere to the below request.

Parents/carers when leaving their child into playgroup or collecting their child **should not use their mobile phone**. We would greatly appreciate the foyer being kept as a **mobile phone free zone**.

Mobile phones

- Staff/volunteers/students working directly with children **will not carry a mobile phone on their person at any time**. Mobile phones will be kept in the Playgroup Supervisor's main store.
- If calls must be received by staff/volunteers/students they should respect those in the playgroup by keeping the conversation brief, or where possible, return the call after the playgroup session has finished.
- Mobile phones and conversations within the playroom, large hall, story room and outdoor play area can be very disruptive and they divert the staff, volunteers and students' attention away from the responsibility of looking after

the children. **Therefore staff, volunteers and students working directly with children must not use mobile phones except in emergencies.**

- If lengthy or urgent calls must be taken or made then the staff member/volunteer/student must inform the playgroup supervisor.
- Urgent calls to mobiles must be held outside of the main playroom or in the playgroup supervisor's main store **away from the children.**
- **Visitors** to the setting will be informed, by the playgroup supervisor, that mobile phones cannot be used when interacting with the children and, in keeping with our Child Protection and Safeguarding Policy, will not be left unsupervised at any time when on the premises.

Camera and Camera Phones

One of the key ways that practitioners support children's development and engage parents in their children's learning is through photographs that record their children's activities and achievements. Therefore

- High Kirk Community Playgroup staff will always check with parents/carers that they consent to the use of cameras for appropriate recording purposes by obtaining written permission.
- The photographs may be displayed on playgroup notice boards; photo albums; activity books; end of year books; newsletters; local newspapers and playgroup website.
- The photographs not used in the end of year books will be shredded.
- The use of any sort of camera by parents/carers is prohibited in the playgroup.
- The exception to parents/carers using cameras/mobile phone cameras will be during supervised events e.g. Nativity Play, Mothers' Day Tea and end of year outing. (Where possible the playgroup supervisor will endeavour to receive written permission from parents/carers that photographs can be taken during these group events.)
- **Photographs taken by parents/carers during outings; visits; mothers' day tea and Nativity cannot be displayed on any social network sites. This includes photographs of staff members; parents/carers and children, other than your own child. (See E-Safety and Networking Policy)**
- A breach of this policy that leads to disciplinary action may require relevant authorities to be informed e.g. PSNI and Early Years Team.

If staff/volunteers/students/parents/carers/committee members have any concerns relating to the misuse of mobile phones/cameras on the premises please inform the playgroup supervisor or contact the playgroup's Committee Chairperson.

Contact Details

Mrs Lorraine Dempsey (Playgroup Supervisor) 028 25644834

Mrs Ruth Millar (Playgroup Committee Chairperson) 028 25644834

Calls go directly to High Kirk Presbyterian Church Office and will be directed to the appropriate person.

Report Concerns to

Single Point of Entry Team

Referral Gateway Team

Oriel House

2 – 8 Castle Street

Antrim

BT 41 4JE

TEL: (028) 9442 4459

Early Years Team

Raphael House

11b Fenaghy Road

Galgorm

Ballymena

BT42 1HW

Tel: 02825635110

PSNI

26 Galgorm Road,

Ballymena

BT43 5EX

Tel: 02825861561

Policy links - Child and Adult Protection and Safeguarding Policy and Procedures

Whistle Blowing Policy

Data Protection Policy

E-Safety and Networking Policy

Use of Mobile Phone and Camera Policy was adopted by the Committee on

Signed by _____ Date _____
(Committee Chairperson)