



MOBILE PHONE, CAMERA AND OTHER RECORDING DEVICES POLICY

The setting operates a mobile phone, camera and recording device policy to safeguard children and staff and to maintain high standards of care within the setting.

- The setting forbids the use of personal cameras, and recording devices by staff members, students and volunteers whilst on duty.
- Staff have the use of an FWAS camera or phone camera to photograph children, only where permission has been given by the parent/carer, to take photographs to upload to our facebook/website pages. After being uploaded they will then immediately be deleted from the device or added to the work laptop for parents to view.
- All staff, students and volunteers who are working with the children are required to switch off any mobile phones and recording devices and place them in their bags out of the way. They can also give them to the Manager/Supervisor on commencement of duty whereby they will be stored in a cupboard till the end of the session.
- Staff members, students and volunteers may access their personal devices only whilst off duty, for example during lunch breaks (in the case of Playscheme) or at the end of the session.
- Any member of staff who does not comply with the 'mobile phone, camera and recording device policy' will be dealt with in line with the settings grievance and disciplinary procedures.
- If Parents/carers arrive to collect their child(ren) and are using their mobile phone, they will be politely asked to put it away before entering the premises.
- If a child arrives with a phone the phone will be switched off or the volume turned off and given to the manger for safe keeping until the child leaves at the end of the session.

Updated 17-02-20 by A. Mapplebeck

Farlington Wrap-Around Service Ltd based at:-
Solent Infant School, Eveleigh Road, Farlington, Tel; 07986285282
& Court Lane Junior School, Hilary Avenue, Cosham Tel; 07957335921