



Crestwood Pre-school



General Welfare Requirement: Safeguarding and Promoting Children’s Welfare
The provider must take necessary steps to safeguard and promote the welfare of children.

Safeguarding children

0.8 Mobile Phone and Photographic Images Policy and Procedures

Policy Statement

Mobile phones play an increasing part in everyone’s lives, but Crestwood pre-school believe that in order to fully ensure the protection of the children in its care, certain procedures for mobile phone use within this setting need to be abided by.

Photographs of children are often used in gathering observations of children's achievements. How these are collected, developed and stored are also considered by our setting to ensure children are adequately safeguarded.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.3 Keeping safe	2.1 Respecting each other	3.4 The wider context	4.4 Personal, social and emotional development

Procedures

- To allow staff to be contacted in an emergency but still protect all children, staff are to use the Pre-school mobile as their emergency contact.
- All visitors are to be informed that their mobile phone is to be kept in their handbag or pocket during visits to the setting and must be turned off. The only exception being if looking for telephone numbers when completing a registration form and this must be done in the presence of a staff member.
- All adult phones including staff, volunteers, students and adults on extended visits are to be kept in the secure box in a named envelope. Staff members may check their phones during breaks taken outside the Pre-school room.
- There are to be no inappropriate photos of staff in a social situation in the setting. (Please also see our social networking policy).
- All children's files are now computerised and every parent signs to agree to this. Only the child's parents who sign up with a secure password and Pre-school staff can access the children's files.

- Full details of taking displaying and sharing photographs of children's achievements are shared with all parents on the registration form at the time of each child starting with us.
- Parents all sign specifically to show they understand and accept our photograph procedures.
- Parents are also advised when their child starts that any details of the registration form that changes, including their consent of photographs, must be updated immediately.
- All photographs of children displayed in the setting show appropriate portrayal of every child.
- At the beginning of every whole group activity such as Christmas nativity, celebrations, leavers' fun day or Pre-school Annual trip all parents will be advised that photographs will be taken and to inform a member of staff if they do not wish their child to be photographed.
- Parents are asked not to share any recordings or photographs with other children in them on the internet.
- Staff members are to monitor the toilet area when other adults are in the setting to ensure that only their children accompany parents/carers in the toilet area.
- We develop the Pre-school photographs using the one hour service in Asda. Please see their in store photograph development policies and procedures.

Legal framework

Primary legislation

Children Act (1989) (2004) (2006)

Protection of Children Act (1999) (2003) (2004)

Data Protection Act (1998) (2003)

The Children Act (Every Child Matters) (2004) (2006)

Safeguarding and Vulnerable Groups Act (2006)

Further Guidance

Working Together to Safeguard Children (1999) (2006) (2010) (2013)

What to do if you are worried a Child is Being Abused (HMG 2006)

This policy was adopted at a meeting of Crestwood Pre-school Committee

Held on _____ Date to be reviewed _____

Signed on behalf of the management committee _____

Name of signatory _____

Role of signatory _____