



Formatted: Indent: Left: 6.64 cm, First line: 7.32 cm

Use of mobile Phones and Camera Policy

Every Child Matters									
Be Healthy		Stay Safe	✓	Enjoy and Achieve		Make a Positive Contribution		Achieve Economic Well-Being	

Introduction

Old Oak Community & Children's Centre accepts that mobile phones are a part of everyday life for parents, carers and for staff, however mobile phones and conversations within groups can be very disruptive and they divert the parent/carers attention away from the responsibility of looking after their children.

Old Oak Community & Children's Centre considers the safety of each individual child being of paramount importance. We, therefore, have strict procedures in place about photographing the children who attend the centre and how these images are used and stored.

This policy is part of the centre's wider commitment to safeguarding the welfare of children.

Objective

To ensure privacy, dignity and data protection and to promote a peaceful environment for children, families and clients, uninterrupted by mobile phone ring tones.

Mobile phones

- The use of mobile phones and high technology devices is prohibited (not allowed) from use in the children centre.
- Parents/Carers will be reminded of our no mobile phone/camera policy if they take a call during any session. All parents/carers will be asked to come off the call if they continue with their conversation.
- If parents/carers need to take an urgent call then parents/carers are required to respect other group users and inform the sessional leader that they need to take the call. It is then up to the personal judgement of the member of staff to whether or not the member of staff is able to safely supervise the child during the session whilst the parent/carer takes the call outside. If the member of staff is unable to supervise the child for any reason then the parent/carer may be asked to leave with their child whilst they take the call outside the children's centre.



Formatted: Indent: Left: 6.64 cm, First line: 7.32 cm

Cameras and camera phones

One of the key ways that practitioners support children's development and engage parents/carers in children's learning is through photographs that record their activities and achievements. The centre (both Community & Children Centre side) has its own digital camera for the use of recording special events, celebrations, incidents which will help the children's development and parents understanding of the relevance of activities undertaken within the Centre.

- The use of any sort of personal camera are not allowed on the premises of Old Oak Community & Children's Centre. Practitioners will ask parents/carers to delete any photos taken if they are caught using their own private camera. If a parent refuses to adhere to the policy, please remind parents of this policy, report the incident to the centre manager and then the centre manager is responsible for raising this issue with the parent/carer involved.
- Staff will always check with parents that they have completed and given their consent to the use of photographs being taken. Those children who may be used for media and publicity materials will be recorded by the centre through permissions sought from parents/carers when they complete the centre registration form.
- All children's centre photographs are stored on the centre's hard drive and are printed off by members of staff only. Parents/carers do not have access to the harddrive.
- Parents can have copies of their own children's photographs.

Members of staff

- All members of staff are prohibited from using their mobile phone in the children's centre
- Children's Centre staff will ensure that all parents are made aware of this policy, through newsletters, handbooks or notices and verbally when entering the building.

Environment

- Signs designating no mobile phone usage areas are displayed in prominent areas.

There is currently no statutory guidance surrounding the use of mobile phones within children's centres however as we have a duty of care to protect vulnerable children from being exploited and having their photos taken without their consent, it is therefore at the Centre Manager's discretion that the use of mobile phones be prohibited to minimise/ prevent risks.

It is anticipated that a policy is likely to be developed by central government in the future.



Policy reviewed [August](#): 2015
Policy reviewed: ~~August 2016~~ [August 2016](#)
~~Policy reviewed: August 2017~~

~~Next review date~~ ~~Reviewed: August~~ [November](#), 2018
~~Next review date: Novemeber 2019~~

Formatted: Indent: Left: 6.64 cm, First line: 7.32 cm

Formatted: Font color: Black

Formatted: Font color: Black

Formatted: Font color: Red