



Use of Mobile Phones and Digital Photography Policy

Toddington Childcare & Forest School takes steps to ensure that there are effective procedures in place to protect children, young people, and vulnerable adults from unacceptable use of mobile phones, cameras and any digital equipment in the setting.

Methods

Personal mobile phones

- Personal mobile phones belonging to staff are not used on the premises during normal working hours.
- At the beginning of each individual's shift, personal mobiles should be stored in handbags or left in the main office.
- Staff may use their mobile phones at designated lunch breaks in the Giraffe/Panda Room and Zebra Room kitchens with doors closed to the main classrooms.
- In the event of an emergency personal mobile phones may be used, with the Setting Manager's permission, in the main office.
- Individual members of staff must ensure that the setting telephone number (01525 875400) is known to immediate family and other people who may need to contact them in an emergency.
- A setting Mobile phone will be provided for use during outings in case of emergencies.
- Members of staff should not take or use their personal mobile phones for children on outings.
- **Parents and visitors are requested not to use their mobile phones whilst on the premises.** There is an exception if a visitors company operates a lone working policy that requires contact with their office periodically throughout the day. Visitors will be advised of a quiet space where they can use their mobile phone, where there are no children present.

Cameras and videos

- Members of staff must not bring their own cameras or video recorders into the setting.
- Photographs and recordings of children are only taken for valid reasons, i.e. to record their learning and development, or for displays within the setting or on the settings website.
- Photographs or recordings of children are only taken on equipment belonging to the setting.
- Camera and video use is monitored by the Setting Manager.
- Where parents request permission to photograph or record their own children at special events, permission will first be gained from all parents for their children to be included.
- Photographs and recordings of children are only taken of children if there is written permission to do so (found on the individual child's registration form).

Legal Framework;

- Data protection Act 2018.
- Human Rights Act 1998.
- Working together to Safeguard Children 2023.
- Welfare Requirements.

This policy was accepted at the *Committee Meeting* of Toddington Childcare & Forest School held in January 2025 and reviewed in September 2025.

Signed on behalf of Toddington Childcare & Forest School.

Sarah Malcolm

Chair to the committee of Toddington Childcare & Forest School