



## Mobile Phone and Camera Policy

Version History	
Date	Comments
22/03/2017	Created

This policy is written in conjunction with my *Personal Property Policy*.

It is my main priority in my setting to keep all children safe and protected from harm, and therefore I am the only person within my setting permitted to use a mobile phone or camera (or any other digital device that can be used to record or take photos). Children will not be permitted to bring mobile phones with them to my setting until the age of 11 and their use of them will be restricted and monitored and they will not be allowed to use them for taking photos.

I will obviously need to have my mobile phone to hand and use it throughout the day for various reasons, including taking photos for observations to go into my daily blogs, on displays and on my website (I will always get parental permission before taking and using any photos of children and explain what the photos will be used for). I will also need to use my mobile phone in case of an emergency and the need to call a parent about their child if, for example, they become ill and need to be collected from my setting. Parents are also welcome to call during the day if they need to talk to me, however, I will only be able to answer the call if it is convenient for me to do so and not while changing a nappy, supervising meal and snack times etc. the safety of the children will always come first so please don't worry if you do call and don't get an answer, it just means we're all busy having fun and learning!

I will also have all emergency contact numbers stored on my mobile phone for when we go on outings.

All photos taken using my mobile phone or camera will be securely stored and no unauthorised persons will have access to my mobile phone, camera or any of the photos I take.

I am registered with the Information Commissioner's Office (ICO), and will re-register annually.