



Get up and Go! (Gateshead) CIC  
Ofsted Registration Number: EY486869  
Registered Company Number: 9312319

## Use of Mobile Phone and Camera Policy

Date of policy	23/04/2016
Written by	Gina Backhouse
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### **Introduction**

As an Ofsted registered provider we are legally obliged to fulfil the requirements as stated in the Children Acts (1989, 2004) and the Early Years Foundation Stage (2014). This states that 'Providers must have and implement a policy, and procedures, to safeguard children. These should be in line with the guidance and procedures of the relevant Local Safeguarding Children Board (LSCB). The safeguarding policy and procedures must include an explanation of the action to be taken in the event of an allegation being made against a member of staff, and cover the use of mobile phones and cameras in the setting.'

### **Duty of Care**

As childcare providers we have a duty of care to all children. This means that we must exercise a reasonable degree of attention and caution to avoid negligence which would lead to harm to other people.

### **Policy**

As a childcare provider the safeguarding of all children in our care is of the utmost importance to us. Although we acknowledge that mobile phones are an essential part of modern life, we also know the dangers that they can pose to children and young people. It is therefore our policy that staff mobile phones should be kept in a cupboard (either the file cupboard or the boiler cupboard) during session times. We use photographs and video as part of our assessment and record keeping. These photographs and videos are used as evidence against areas of the EYFS. We also take photographs to include in the children's record books that give a history of activities that we do in club. These record books are kept on site and can be accessed by parents at any time.

Many adults come into the room throughout the session to drop off and collect children, we respectfully request that they do not use mobile phones during this time. We have a notice on the door to request that mobile phones are not used whilst children are present in club.

Visitors to our club will be shown our fire plan and safety rules that include the use of mobile phones and cameras during session times. Adults who are required to use iPads, tablets or laptops that have cameras built in (such as tutors making assessments, Ofsted inspectors or other professional visitors) will be reminded that taking photographs of the children in club is not acceptable.

If an allegation is made against a member of staff in regards to the use of mobile phones or cameras, then a full investigation will be undertaken. This will include the confiscation of the mobile phone/camera, and a written report of both the allegation and the facts surrounding it.

The Local Authority Designated Officer (LADO) and Ofsted will be informed and parents will be told the outcome of the investigation.

**Conclusion**

Our first responsibility and priority is towards the children in our care. If we have any cause for concern, we will report it to the Local Authority Designated Officer (LADO) and Ofsted and parents will be told the outcome of the investigation.

Signed \_\_\_\_\_ (Director and registered person)  
Date \_\_\_\_\_

Signed \_\_\_\_\_ (Director and registered person)  
Date \_\_\_\_\_

**Useful numbers**

Gateshead Referral and Assessment Team	0191 433 2653
Local police station - Gateshead High West Street, Gateshead. NE8 1BN	101 or 07786 200 815
OFSTED	0300 1231231
Local Authority Designated Officer (LADO). This number can be used to report any concerns you may have about children or staff.	Nicholas Leon 0191 4333 554 or nicholasleon@gateshead.gov.uk
NSPCC child protection helpline – 24-hour helpline for people worried about a child	0808 800 5000
Local early years team	0191 433 5120 info@gatesheadearlyyears.org