**GNFC**

**Mobile Phone and Camera Policy**

16/02/21

**1.Use of personal mobile phones and cameras by staff and volunteers**

GNFC recognises that staff, students and volunteers may wish to have their personal mobile phones at work for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore GNFC management has implemented the following policy:

Personal mobile phones and cameras should be stored in the staff office and only used in the office or outside the building (away from the children). They should only be used whilst staff are on breaks or outside of working hours.

Staff, students or volunteers who ignore this policy and use a mobile on GNFC premises outside of these restrictions may face disciplinary action.

GNFC main telephone number can be used for emergencies by staff or volunteers or by people who need to contact them.

In circumstances such as outings and off site visits, staff will agree with their manager the appropriate use of personal mobile phones in the event of an emergency.

Where there is a suspicion that the material on a mobile phone may be unsuitable and may constitute evidence relating to a criminal offence, the ‘Allegations of Abuse’ process will be followed (please refer to the ‘Safeguarding and Child Protection Policy’).

Staff, students or volunteers remain responsible for their own property and will bear the responsibility of any losses.

**2. Use of personal mobile phones and cameras by parents/carers and visitors**

GNFC recognises that visitors may wish to have their personal mobile phones with them for use in case of emergency.

However, safeguarding of children within the setting is paramount and it is recognised that personal mobile phones have the potential to be used inappropriately and therefore GNFC has implemented the following policy:

Mobile phones and cameras should only be used away from the children, off site or in our office.

The GNFC main telephone number can be used for emergencies.

Photos of children at GNFC or GNFC events must not be taken by parents/carers or visitors (please refer to the document ‘Guidance for settings on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998’).

In circumstances where there is a suspicion that the material on a mobile phone may be unsuitable and provide evidence relating to a criminal offence, the ‘Allegations of Abuse’ process will be followed

(please refer to the ‘Safeguarding and Child Protection Policy’). Visitors remain responsible for their own property and will bear the responsibility of any losses.

**3. Use of GNFC mobile phones, cameras and recording equipment**

GNFC provides a mobile phone and camera for staff, students and volunteers to use to support their work with children. To ensure the appropriate use of this equipment, and to safeguard children, the following policy applies:

Only the cameras and recording equipment belonging to GNFC may be used to take appropriate and relevant images of children, i.e. observations, photographs of activities and events.

Images must be used in accordance with the Data Protection Act 1998 (please refer to the document ‘Guidance for settings on the use of Images, Mobile Phones and Cameras in accordance with the Data Protection Act 1998’).

Cameras and recording equipment should only be used where two or more staff members are present and not in areas where intimate care is carried out.

It is not appropriate to take photographs of bruising or injuries on a child for child protection concerns. In these cases, the ‘Logging Concern Form and Body Map’ must be used.

The GNFC mobile is for the purpose of contacting or being contacted by parents/carers. They can also be taken off site in circumstances such as outings. These mobiles can also be used as a camera facility.

In circumstances where there is a suspicion that the material on the GNFC mobile phone may be unsuitable and provide evidence relating to a criminal offence, the ‘Allegations of Abuse’ process will be followed (please refer to the ‘Safeguarding and Child Protection Policy’).

The GNFC mobile phone remain the property of the nursery at all times and should not be taken off of the premises (with the exception of visits and outings).