

CHRIST CHURCH PLAYGROUP

Use of Personal Phones and Cameras Policy

Christ Church Playgroup accepts that mobile phones, smart phones and cameras are a part of everyday life for parents, carers, staff, volunteers and students. However the Playgroup recognises that the use of mobile phones in the workplace presents some particular issues, namely the inappropriate use of mobile phone cameras around children.

This policy is part of the Playgroup's wider commitment to safeguarding the welfare of children and adults. We aim to have a clear policy on the acceptable use of personal phones that is understood and adhered to by all parties concerned and without exception.

The term 'personal phone' is used to refer to mobile phones and smart phones owned by individuals visiting or working at the Playgroup. The term 'personal camera' is used to refer to cameras owned by individuals visiting or working at the Playgroup.

Use of personal phones & cameras in the main Playgroup space

Christ Church Playgroup does not allow the use of any personal phones or personal cameras in the main Playgroup room or toilet/cloakroom area. Personal phones and cameras must be kept in a bag or pocket out of sight. The use of cameras on mobile phones is strictly prohibited at any time except for special events (see below).

- **Parents/Carers/Visitors**

When leaving their child at Playgroup or collecting their child parents / carers must not use their personal phone or camera. If they need to receive or make calls they should step outside the room into the hallway or a separate space from the children.

The above guidance also applies to visitors to the Playgroup. Visitors that are accompanied or supervised by staff at all times and not left alone with the children should keep their personal phone or camera in their pocket or bag out of sight and may not make or receive phone calls in the same space as the children.

In some cases (such as language or music classes) a personal phone may be used by a visitor as a device to play music. In this case it must not be used to take calls or take photographs.

- **Exception for special events**

The exception to parents / carers / visitors using personal phones and cameras will be during specific supervised Playgroup events e.g. nativity play, sports day, Easter hat parade, when there will be a specific communication that photographs may be taken.

Under no circumstances may photographs taken during visits or official Playgroup events be placed on social networking sites such as Facebook. This includes photographs of staff members, parents / carers and children, other than the person's own child.

Use of personal phones by staff and those working with children

Staff / students working directly with the children will not carry a personal phone or personal camera on their person at any time. Upon arrival at work all personal phones or personal cameras must be taken into the office and locked up in the filing cabinet.

In the exceptional event that any member of staff has a family emergency and requires their mobile phone to be kept switched on then the Playgroup Manager or Committee Chairperson

has the discretion to give permission for this to happen. However, the phone must remain in the office and away from the children. If an emergency call is to be received, this is not to be taken in the main Playgroup space.

- **Contacting staff during the working day**

If a member of staff needs to be contacted during the working day, the landline number for Christ Church Playgroup – 020 7354 3117 – should be used.

- **Outings**

When on an outing the Playgroup Leader or Deputy will have the Playgroup mobile phone with them. This phone is required in the event of an emergency. No other member of staff is allowed to have a personal phone with them.

In the exceptional event that any member of staff has a family emergency and requires their mobile phone to be kept switched on then the Playgroup Manager or Committee Chairperson has the discretion to give permission for this to happen.

- **Use of Playgroup phone & camera equipment**

The Playgroup staff may use Playgroup equipment (such as the Playgroup camera or iPad) to take photos of the children. This is in accordance with the permission given by parents on the registration forms, and is also described in the Playgroup ICT Policy.

This policy was approved by the Playgroup Committee in February 2015.

Signed on behalf of the Playgroup